



Mi'kmaw
Family & Children's Services
of Nova Scotia

Employment Opportunity

Title: Case Aide

Status of employment: Term (18 Month)

Reports to: Supervisor of Family Support & Case Aide

Location: Shubenacadie, NS

Position Summary:

Under the supervision of the Family Support Supervisor, the Case Aide is responsible for filling requests from Agency Departments requiring client services for Transportation, Family Access, Youth Support; scheduling contracted service providers to deliver services requested. Case Aides are required to maintain statistical records; complete forms and reports; carry out other related duties which will help ensure the smooth and efficient operation of the Access, Youth Support and Transportation Services.

Duties:

- Participates as a member of the team in filling requests for services; informs the Social Worker and Program Supervisor of any changes in the client's ability to complete and or comply with the service.
- Ensure all Service Providers provide up to date documentation.
- Assists Program Supervisor in the recruitment and training of contract and casual Service Providers for Transportation, Access Facilitation, Youth Support
- Assists in the completion of service provider billing in preparation for review and approval of casework

Qualifications:

- Completion of social/community services/early childhood development program from a recognized institution
- Two years related experience in child welfare; or an equivalent combination of training and experience.
- CPR and Emergency First Aid
- Knowledge and Skills in the following areas: child development, knowledge of issues and implications of child abuse and neglect, communication skills, conflict resolution, ability to work as a team member and problem-solving skills.
- Ability to work under pressure with many deadlines
- Excellent oral and written communication skills and a willingness to work in an environment where Mi'kmaw is the first language
- Ability to keep and maintain excellent records
- Basic math skills
- Knowledge of Excel Spreadsheet and Word Processing
- A valid driver's license and a vehicle in good working order and insured for transporting clients

Classification Range : TE15(1) – TE 15(5)

Salary range : \$ 43,641.00– \$50,348.74

What We Offer

Based on the employment status, we offer a wide range of benefits such as:

- A comprehensive health and dental benefits package as well as a defined contribution pension plan
 - Employee and Family Assistance Program
 - Three (3) weeks' vacation to start
 - Paid time off for Christmas office closure
 - Reimbursement for registration fees to the Nova Scotia College of Social Workers
 - General Illness (Short and Long Term)
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Successful candidates may be eligible for our comprehensive health and dental benefits package as well as a defined contribution pension plan.

Submit Cover Letter and Resume to:
Holly MacDonald, Human Resource Director
Email: Holly.MacDonald@NovaScotia.ca

Interview may take place during the posting period.

Deadline for Application: Friday May 10th, 2024

We are an equal-opportunity employer. All aspects of employment including the decision to hire, promote, or discharge, will be based on, competence, performance, and Agency need. Qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Non-Canadian applicants must be able to provide proof of current entitlement of eligibility to work in Canada.
