



Job Title:	Casework Assistant
Hours of Work/week:	35 hours per week; 16 week contract position
Start Date:	May 13 th , 2024, or as soon as possible
End Date:	August 30 th , 2024
Wage:	\$16.55/hour

** This position is funded by the Canada Summer Jobs program, and requires the successful applicant to be between 18 and 29 years of age.*

If you have a natural ability to engage people in a cause and want to make a difference in the lives of children and youth who need a mentor, Big Brothers Big Sisters of Niagara would like to hear from you!

Overview

We are currently seeking an enthusiastic and skilled person for the position of Casework Assistant. The incumbent will provide case management support to the Service Delivery team in accordance with the mentorship program standards as set out by Big Brothers Big Sisters of Canada. This role will include supporting successful partnerships, assisting in the organization of special events to increase family and community relationships, and assisting with general agency functions, which could include public relations and marketing tasks. The agency services children and youth ages 6 to 25 in all 12 municipalities of Niagara.

Job Duties:

- Support Service Delivery staff in the development and facilitation of agency mentorship programming.
- Assist with a variety of Service Delivery tasks including appointment coordination, management of files, volunteer recruitment tasks, and more.
- Assist with the delivery of engagement events and activities for matches and children and youth on the waitlist.
- Provide administrative backup and support to Service Delivery staff.
- Providing support to children, youth and families, and providing referrals to offer additional supports when necessary.
- Liaise with staff, volunteers, partners and community groups on behalf of the agency.
- Support engagement activities and fundraising events.
- Various administrative duties and management of program database as required.
- Demonstrate confidentiality and professionalism.
- Other tasks as assigned.

Qualifications

- Post-secondary student with Social Service, Child and Youth, Family Studies, or related field.
- Experience working in a social service or charitable agency is an asset.
- Strong interpersonal, written and verbal communication skills.
- Able to set priorities and develop a work schedule.
- Ability to work independently and as part of a team.
- Able to multi-task and be flexible.
- Strong computer skills, with ability to utilize Microsoft Software (365, Dynamics, Teams, Office, Excel, etc.)

Working Conditions

- Work locations will vary from an office environment to community and event locations.
- Monday to Friday, with regular evenings and weekends required.
- Work as part of a team, maintaining flexibility and ongoing communication.

- This position requires the employee to have access to a reliable insured vehicle, valid driver's license, and ability to travel between multiples offices/sites.

- This position will be directly accountable to the Caseworker Supervisors. The individual will interact daily with members of the Service Delivery team and other agency staff.

Please forward your resume, cover letter and references to Lauren Leo, Casework Supervisor, via email at lauren.leo@bigbrothersbigsisters.ca by 12:00pm on Tuesday April 30, 2024.

Only those applicants selected for an interview will be contacted.

For more information about our life-changing mentoring programs, please visit our website at www.bbbsniagara.ca

Big Brothers Big Sisters of Niagara is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the Accessibility for Ontarians with Disabilities Acts (AODA) and have policies and procedures that adhere to the accessibility standards set out in the AODA. Please let us know if you require any accommodation throughout the interview and selection process.

Big Brothers Big Sisters of Niagara is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

The Casework Assistant position is made possible thanks to support from the Canada Summer Jobs program.