



## Job Posting - Caseworker

### Position Overview:

Start date: Estimated October 21, 2024

Location: St. Catharines Office (428 Niagara St) with travel to other BBBS locations within Niagara required

Rate: \$40,000/Annually

Type: Full-time, 37.5 hours per week

Typical work week: Monday to Friday, with regular evenings and weekends required.

***We are seeking a passionate, committed and talented individual to join our Staff team!***

Big Brother Big Sisters Caseworkers are responsible for supporting and supervising matches formed between young people and their volunteer mentor. Their key role involves recruitment, training, supervision, and match monitoring. They will work in collaboration with the Service Delivery team to positively impact the lives of young people and their families across Niagara.

The incumbent provides casework management in accordance with the National Standards set out by Big Brothers Big Sisters of Canada and works within the guidelines, policies, and mission of the Agency.

### About Big Brothers Big Sisters:

Big Brothers Big Sisters of Niagara (BBBSN) is a charitable organization that has been supporting vulnerable young people in Niagara since 1937. Our mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. This is achieved through a combination of one on one and group mentoring programs, offered both in the community and in schools.

### Key Tasks and Responsibilities:

- Act as a strong role model for children and youth.
- Demonstrate strong problem solving and communication skills.
- Perform regular Casework duties including effective recruitment, selection, training, matching, monitoring and evaluation of matches between clients (“Littles/Mentees”) and adult volunteers (“Bigs/Mentors”) in our community-based and school-based programs. Ensure compliance with National BBBS Canada Standards and local agency policies.
- Deliver in-person and/or virtually-based, group-format information sessions, orientations, and pre-match training.



- Liaise with community partners, such local schools and other social service agencies, for the delivery of mentoring programs, and to perform child-centered initiatives, including community referrals and outreach.
- Utilize Microsoft 365 software to support administrative functions of the agency (case noting, statistical tracking). Submit program statistics and outcomes on a monthly basis.
- Plan and execute events for children and matches.
- Support the team by attending and assisting with fundraising events and community outreach initiatives.
- Demonstrate empathy and maintain strict confidentiality as outlined in the Confidentiality Policy.
- Strong belief in and commitment to vision, mission and values of Big Brothers Big Sisters.
- Other duties as assigned.

#### Requirements:

- A current and clear Police Vulnerable Sector Check (PVSC) naming Big Brothers Big Sisters will be required.
- Strong belief in the Big Brothers Big Sisters' mission, vision, values and strategic direction.
- All BBBS employees work as part of a team, maintaining flexibility and ongoing communication.
- This position requires the employee to have daily access to a reliable insured vehicle, valid driver's license, and ability to travel between multiples offices/sites.

#### Qualifications:

- Successful candidate will have at minimum a diploma or degree in Social Service Work, Child and Youth Studies, Child and Youth Care, Psychology, or related program.
- Previous volunteer or employment experience with children and/or youth.
- Experience within a social service/social work setting an asset.
- Strong computer skills, with ability to utilize Microsoft Software (365, Dynamics, Teams, Office, Excel, etc.)

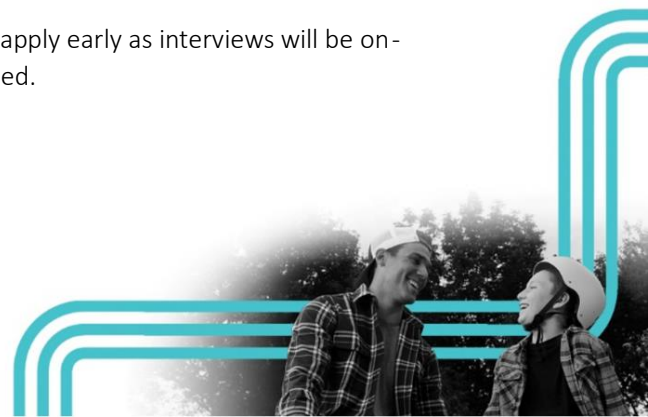
#### How to Apply:

Please submit your resume and a cover letter outlining your relevant experience to

Casework Supervisor, Lauren Leo – [Lauren.Leo@bigbrothersbigsisters.ca](mailto:Lauren.Leo@bigbrothersbigsisters.ca)

Estimated Start Date: October 21, 2024. Applicants are encouraged to apply early as interviews will be on-going. Applications will be accepted until the position is successfully filled.

**Application Deadline:** October 3<sup>rd</sup>, 2024 at 11:59pm.



We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For more information about our life-changing mentoring programs, please visit [www.bbbsniagara.ca](http://www.bbbsniagara.ca)

Big Brothers Big Sisters of Niagara is committed to creating an inclusive environment that accommodates all individuals. 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. Individuals with unique experiences, backgrounds and perspectives are encouraged to apply.

Big Brothers Big Sisters of Niagara is a living wage employer.

