



COMMUNITY BASED 1:1 CASEWORKER

PART TIME (21 HRS WEEK)

Job Title: Community Based Mentoring Caseworker

Reports to: Executive Director

Position Purpose: The incumbent in the Community Based 1:1 Mentoring Caseworker role will be responsible for all elements of service delivery required to effectively complete intake, training, screening, matching, supporting and closing match relationships as required. The individual in this role will be responsible to ensure that all required standards or service delivery are met. This person will work within the guidelines, policies and mission of the agency and will be responsible for specific projects as assigned.

Principal Activities/Objectives

Casework and Program Services

- Responsible for conducting the enrolment / intake and screening of youth, families and volunteers
- Responsible for conducting the match introduction, and begin matches
- Responsible for closing matches according to National standards, including conducting match closure meetings, and sending out letters within 2 weeks of closure
- Along with casework team, deliver pre-match training program for volunteers, children and parents
- Responsible for providing volunteers with program specific training as required
- Conduct follow up with the volunteers, parents, and children in the match according to National Standards
- Will help to coordinate waiting list of eligible youth, and keep pre-match files up to date
- Maintain files on volunteers and clients in accordance with the National Standards
- Provide regular reports, including testimonials to the Executive Director and/or Service Delivery Manager or special reports as requested
- Keep Executive Director informed of issues and concerns
- Attend Casework meetings
- Participate in agency events for fundraising, recruitment and recreation
- Continuously pursue on-going professional development and remain informed of trends and innovation pertinent to mentoring
- Coordinate special opportunities for volunteers and clients as necessary (i.e tickets, events, scholarships, workshops, trust funds)
- Make referrals to other agencies as warranted
- Participate in Agency volunteer appreciation

- Responsible for writing on occasion for the e-newsletter, awards, and for fundraising purposes (upon request)
- Develop key materials for various audiences as needed
- Coordinate between all staff to ensure brand message is consistent, visible and communicated regularly
- May be required to perform other duties and responsibilities within the scope of the position and the mandate of the agency
- Maintain strict confidentiality as outline in agency privacy and confidentiality policies as well as federal and provincial privacy legislation.
- Be subject to monthly random file audits by Executive Director or designate.
- Liaise with schools, other youth serving agencies, other community groups, clubs or the public in general as required to implement successful programs.

Skills Required:

- Understanding of the needs and issues of our target population and the communities Big Brothers Big Sisters serves
- Strong and proven training and facilitation skills
- Strong interpersonal, motivational, presentation, networking and communication skills (oral and written)
- Passion for, and interest in, working with children and youth
- Intermediate computer skills, using Microsoft products (Word, Excel, PowerPoint, Publisher, Outlook), CRM Systems, communications and social media tools
- Ability to plan, implement and evaluate programs and activities within deadline/resource parameters
- Demonstrated knowledge, understanding appreciation of diversity and social inclusion
- Strong organizational abilities and ability to adapt to change
- Ability to work both independently and collaboratively
- Ability to prioritize and multi-task at an intermediate level with strong attention to detail
- Strong time management skills
- Pro-active and self-motivated

Education, Experience and Other Requirements:

- University Degree and/or College Diploma in related field (social or human services, child and youth care, family studies, education etc.)
- Effective oral and written communication skills
- Experience working in a non-profit environment supporting children and youth are an asset
- Experience in working with diverse groups of people
- Criminal reference check (Vulnerable Sector Screening) required
- Some evening and weekend work required
- Valid driver's license and access to a reliable vehicle are required

Job Type: Part-Time

Salary: \$21.50-\$23.00 hr.

Benefits will be provided after a 3-month probation period

Big Brothers Big Sisters of Sarnia-Lambton is committed to principles of anti-oppression and employment equity. We encourage members from Indigenous, ethno-racial, 2SLGBTQIA+, immigrant, refugee, differently abled and other equity seeking groups to apply and self-identify.

If accommodation is required during the hiring process, please inform the Executive Director once selected for an interview.

Please forward resume, including cover letter outlining your experience, to Kaylen Burgess, Executive Director, by April 12,2024 at Kaylen.burgess@bigbrothersbigsisters.ca

No phone calls please