



CASEWORKER

PART TIME (28 HRS WEEK)

Job Title: Caseworker

Reports to: Executive Director

Position Purpose:

This position will primarily support the overwhelming number of boys on our waiting list and work towards bridging this gap in services. This individual will be coordinate with our Casework team in all aspects of service delivery related to the recruitment, intake, matching, and support of male volunteers and youth. This role combines the responsibilities of a Site-Based Group Coordinator, Recruitment Coordinator, and School-Based Mentoring Coordinator, focusing on group and 1:1 mentoring programs specifically for boys on the waiting list. The individual will ensure that all National Standards of Big Brothers Big Sisters are met for enrollment, matching, and program delivery.

This role will directly impact boys on the agency's waiting list, ensuring they receive consistent and supportive mentorship through both group and individual programming. It plays a crucial part in volunteer recruitment and program delivery, ensuring that all agency and National Standards are met.

Principal Responsibilities:

1. Casework & Program Services

- Conduct the intake, screening, and enrollment of volunteers, youth, and families when needed.
- Deliver pre-match training to volunteers, children, and parents alongside the casework team when needed.
- Provide ongoing volunteer support, including program-specific training.
- Coordinate follow-up with volunteers, parents, and children as per National and United Way standards.
- Maintain detailed and up-to-date files on volunteers and clients in compliance with National Standards.
- Assist in coordinating the waiting list of eligible boys, ensuring pre-match files are current.
- Assist in re-assessing all eligible boys waiting for a mentor in the 1:1 Community Based mentoring program.

- Assist and support the BBBS Casework team wherever needed.

2. Group Program Coordination

- Plan, organize, and lead Group Mentoring events (Big Bunch) for boys on the waiting list in Sarnia-Lambton with the CB group Caseworker.
- Organize and lead Big Bunch bi-weekly in the county as part of our county outreach initiative.
- Collaborate with community partners to plan weekly group programming.
- Work with the School Based Caseworker to maintain schedules for Game ON, ensuring the group mentoring program for boys and young men addresses healthy lifestyle choices, communication, and emotional health.
- Facilitate the Game ON group mentoring programs within the LKDSB alongside college placement students.
- Liaise with schools and other youth-serving agencies to successfully implement School-Based Mentoring programs.

3. Recruitment & Volunteer Engagement

- Proactively recruit male volunteers for Site-Based, School-Based, and Group Mentoring programs.
- Collaborate with schools, community groups, and organizations to promote male recruitment and increase participation in mentoring programs.
- Provide volunteers with ongoing support and appreciation, coordinating volunteer recognition events and special opportunities.

4. Reporting & Communication

- Provide regular reports and testimonials to the Executive Director or Service Delivery Manager as requested.
- Keep the Executive Director informed of any program issues, volunteer needs, or concerns.
- Attend casework meetings and contribute to agency-wide initiatives, including fundraising, recruitment, and recreational events.

Skills Required:

- Deep understanding of issues impacting youth and their families in the Sarnia-Lambton region.
- Proven ability to recruit, train, and support volunteers, particularly male mentors.
- Strong interpersonal, communication, and presentation skills.
- Effective in planning and facilitating programs and events.
- Competence in using Microsoft Office Suite, CRM systems, and social media for communication and promotion.

- Ability to manage multiple priorities and maintain strong attention to detail.
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Qualifications:

- University Degree and/or College Diploma in a related field (e.g., social services, child and youth care, education).
 - Experience working in the non-profit sector with a focus on children and youth.
 - Criminal reference check (Vulnerable Sector Screening) required.
 - Valid driver's license and access to reliable transportation.
 - Availability for a flexible schedule, including evenings and weekends when needed.
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Job Type: Part-Time 28 hrs/week

Salary: \$22.00-\$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, at Kaylen.burgess@bigbrothersbigsisters.ca before October 2nd, 2024.

No phone calls please

Only those selected for an interview will be contacted.