



# Anishinaabe Abinoojii Family Services

We invite applications for the following position:

## CASE AIDE

### One (1) Regular Full-Time Position

**Location: Kenora**

#### General Description:

The Case Aide is a regular full-time program support position. The Case Aide provides assistance and support to the front line workers responsible for case management services to children and youth in care of the agency. The Case Aide reports to the Resource Manager in all aspects of job function.

#### Qualifications:

- Community College Diploma or High School Diploma with two (2) years related experience is preferred, however a combination of education, experience, and skills may be considered;
- Knowledge of Customary Care and the philosophy of service delivery, the First Nation communities, family structure, as well as local customs and traditions;
- Knowledge of the Child and Family Services Act and Regulations;
- Knowledge of the operations of Anishinaabe Abinoojii Family Services including service delivery, policies and procedures;
- Knowledge of children and youth developmental needs;
- Extensive experience working with high risk and special needs children and youth;
- Ability to ensure safety of children and youth while transporting to appointments and other events;
- Ability to supervise family visits;
- Ability to report emergencies, serious occurrences, and any suspicion of child abuse/neglect;
- Ability to run errands such as pick-up and delivery of children and youth personal belongings and office supplies;
- Ability to lift and carry up to 50lbs;
- Ability to write clear and detailed case notes;
- Excellent interpersonal skills and must enjoy being with children;
- Excellent time management skills and ability to flex daily work hours;
- Committed to ensure the highest level of confidentiality;
- Must possess a valid Ontario G Drivers License and be willing to travel;
- Must provide a current Vulnerable Sector Check and Driver's Abstract;
- Current First Aid and CPR Certificates would be an asset; and
- Ability to speak Anishinaabemowin is preferred and a definite asset.

**Salary Range:** \$30,771 – \$36,195

#### CLOSING DATE:

No later than Wednesday, April 04, 2018 at 4:30 p.m. Late applications will not be considered.

AAFS welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Submit resume with cover letter quoting file #CAKEN20180404to:**

**Director of Human Resources** c/o Main Street South, Kenora, Ontario P9N 1S7  
Fax: (807) 548-1345 or by E-mail: [AAFS.HumanResources@aafs.ca](mailto:AAFS.HumanResources@aafs.ca)

Miigwetch to all who apply, however, only those selected for an interview will be contacted.

No Phone calls please.

All interviewees must provide a current Vulnerable Sector Check and Drivers' Abstract at time of interview.