



## NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

### CASE AIDE

### CONTRACT

Nogdawindamin Family and Community Services, a Designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury, is seeking to hire a **Case Aide**. This position will be based out of our Satellite Office in Sudbury.

#### Overview of Responsibilities

Reporting to the Team Supervisor, the Case Aide provides a complete range of case coverage responsibilities to a team of front-line workers (child protection, child in care, investigation and assessment) of the Agency teams.

#### QUALIFICATIONS

##### Education and Experience Requirements

- Bachelor of Social Work Degree is preferred
- Required University Degree in the Human Sciences
- Experience working in a child protection environment and working with children
- Knowledge of child development, individual and family counselling techniques
- Two (2) years' experience in a First Nation or Aboriginal social services agency

##### Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledgeable of ministry/legislative standards relating to the full range of child protection services and programs
- Knowledge of external services and service agencies

##### Special Skills & Abilities

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent organizational skills
- Excellent administrative skills
- Excellent time management skills
- Ability to work within and meet tight timelines
- Ability to take initiative and work independently with minimal supervision
- Ability to work within a team environment
- Ability to work flexible hours
- Ability to display a positive and helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

##### Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Please submit a job related resume and cover letter along with three work related references by,

**October 25, 2017 – 4:00 p.m.**

#### **Hiring Committee**

Nogdawindamin Family and Community Services  
210B Gran Street, Batchewana First Nation, ON P6A 0C4  
FAX (705) 946-3717  
[hr@nog.ca](mailto:hr@nog.ca)

*Preference will be given to applicants of native ancestry.*

***Incomplete or late applications will not be accepted***

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

***A full job description is located on our website at [www.nog.ca](http://www.nog.ca)***