



## **POSITION TITLE: Casework Assistant**

**TERM: Full Time, Permanent**

**SUPERVISOR: Family Preservation Team Leader**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops and the surrounding areas up to and including Chase, Logan Lake and Savona.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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### **Job Summary**

SCFSA believes that community connection and culturally appropriate family center delivery of services is paramount to creating and enhancing a healing culture for our communities.

Under general supervision, the Casework Assistant provides case management assistance to the team of social workers for a variety of day-to-day administrative procedures in ways that allow them to concentrate on dealing with their clients.

### **Qualifications:**

#### **Education and Experience:**

- Grade Twelve Diploma or equivalent, plus Post-secondary education such as a diploma or certificate in a related field.
- Two years' experience in office administration;
- Knowledge of specific program area and related Provincial and Federal legislation, regulations, standards and practices;



- Experience and knowledge of local aboriginal communities and their needs.

### **Skills and Abilities:**

- Ability to work independently to establish effective interpersonal relationships and to use integrated case management;
- Proficiency in the use of computer programs for accounting, word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program);
- Ability to self-regulate, meet deadlines, have attention to detail with strong accuracy;
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture;
- Good oral and written interpersonal and communication skills.

### **Working Conditions**

- Occasional travel required;
- Potential for violence in the workplace;
- Hours of work are nonstandard and connected to services and community needs;
- Receives regular supervision with on-going direction and consultation with Team Leader.

### **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's Licence class 5 no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements;
- We offer a modified work week schedule, time off at Christmas, team days, cultural training, elder support and a great team to belong to!

### **Directly Supervises:**

- None

### **Pay Grade:**

- starting wage \$26.70 per hour.



## **SUBMIT COVER LETTER AND RESUME**

**Chylane Diablo – Human Resources Manager**

By 4:30pm on July 23, 2021

300 Chilcotin Road, Kamloops, BC V2H 1G3

[Chylane.diablo@secwepemcfamilies.org](mailto:Chylane.diablo@secwepemcfamilies.org)

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.