



## **JOB POSTING #2022-CW3– CASE WORKER – Full Time Permanent**

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**Agency:** Life's Journey Inc.

**Program:** Drop-in/Programming

**Posted:** June 17, 2022

**Closing Date:** June 24, 2022

**Wage:** \$21.86 - \$ 25.22 Hourly (Based on qualifications.)

**Hours Worked:** Monday to Friday: 8:30AM – 4:30PM

**Location:** Winnipeg, MB

**Please submit a detailed Cover Letter on how you meet the requirements of this position, along with a current resume to our HR Department: [careers@lifesjourneyinc.ca](mailto:careers@lifesjourneyinc.ca)**

**When applying for the position, please indicate the advertisement number and position title within the subject line of your email or body of email/cover letter.**

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### **OVERALL RESPONSIBILITY**

The Case Worker (at the Drop-in/ Programming) is responsible for providing services to the program participants through the following activities: providing direct support to individuals, contributing to the service planning process, completing follow up, and tracking implementation related to the service plan, which includes communication with both the Clinical Case Manager and Support Mentors, contributing to the clear understanding of goals and clarification of questions and concerns related to programming.

As a part of a team, Case Workers provide respectful, holistic, supportive assistance to individuals within the program model and agency values, taking a positive, strength-based, conflict prevention approach. In cooperation with the Clinical Case Manager, the service team, and others to achieve the above responsibility, the Case Worker provides backup coverage for other staff (e.g., Assistant Coordinators). Other duties included are maintaining a positive focused relationship with the participant, supporting residential placements (residential programs), identifying programming needs to the Program Coordinator, providing leadership and guidance to resources internally or externally, communicating effectively with program teams, creating programming across a spectrum of needs, capabilities, and interests, complete and provide documentation as requested and outlined.

With Clinical Case Managers, Case Workers may prepare, maintain, and provide required internal reports, files, and records, submitting such reports as required, which may include overseeing individual participants' record keeping. The Case Worker also works cooperatively and collaboratively and liaises effectively with other programs, staff, external agencies, community groups, and community resources.

This role requires an individual that can support the program and team with:

- High work Standards: work ethic, task completion, consistency, follow up, accuracy/attention to detail, time management

- Personal Management Skills: accountability, self-management, stress tolerance, adaptability/flexibility, creativity, initiative, working in teams or independently, problem-solving
- Personal Development Skills: ability, openness, willingness to learn, receives feedback, and seeks collaborative opportunities
- Professional Skills: interpersonal and communication skills, influencing, collaboration, and the ability to establish effective relationships/trust with others, within professional boundaries
- Mentoring Skills: coaching, patience, influencing and modeling professional behaviour
- Self-motivated: able to work independently and as part of a team across programs
- Organization and time management skills: able to develop, implement and execute programming and program schedules for a wide variety of support needs.
- Basic knowledge of how to balance and work within a pre-determined budget.
- Confidence in accessing a multitude of community resources, and strength in networking and collaborating within the industry.

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## **REPORTING RELATIONSHIP: PROGRAM MANAGER**

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### **QUALIFICATIONS AND EXPERIENCE**

- **Previous experience working closely with individuals with a criminal history (Sexual Offences) and who are highly volatile.**
- University education in social services, recreation management, or equivalent experience in related roles is an asset.
- A Bachelors' Degree in a related field and/or previous experience in related social service roles, demonstrated understanding of FASD/neural-behavioural, intellectual disabilities, and issues.
- Optimally, three years' experience in a related role and supporting individuals with disabilities, demonstrating empathy and developing practical, supportive and effective working relationships
- Experience in an outreach setting.
- Experience with administration skills including proficiency in Microsoft Office Suites.
- Satisfactory Child and Adult Abuse Registry Check, Criminal Record Check (vulnerable sector search), and a satisfactory Driver's Abstract and license.
- Certification of First Aid Level 1 – Emergency.
- Demonstrated language, writing, comprehension skills.
- Demonstrate cultural knowledge competence and participate in agency training for development.
- A safe and reliable vehicle and proof of appropriate insurance on the vehicle.
- Food Handler's Certification
- MANDT, NVCI training or equivalent (Mediation, conflict resolution, crisis management).
- Demonstrated history of regular attendance and reliability.

### **Knowledge of the following areas is required:**

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|-------------------------------------------------|--------------------------|
| • FASD                                          | • EIA and CFS            |
| • Community Living                              | • Addictions             |
| • Disability Services                           | • Determinants of Health |
| • Justice                                       | • Harm Reduction         |
| • Program assessment and quality control tools. | • Problem-solving        |
|                                                 | • Conflict resolution    |

**Core Competencies for All Employees:**

Respect, Collaboration, Integrity, Effective Communication, Patience and Perseverance, Reasoning and Decision Making

**Life's Journey strives towards a workforce that has a fair representation of the community that we serve.**