



Ginoogaming First Nation Job Description

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Position Title:

Case Worker

Department:

Band Representative Services

Supervisor:

Manager

Position Overview:

The caseworker is part of the Band Representative Services team providing assistance in the area of determining client requirements, establishing treatment programs and coordinating those services.

General duties include:

Strategic and Operational Planning

- Assessing clients and compiling case reports that are maintained and kept up to date
- Scheduling appointments for clients and escorting them
- Motivating individuals to participate in rehabilitation programs
- Making referrals or introductions to other agencies
- Coordinate with senior management to report on-going and new cases
- Work with families in maximizing their potential
- Receiving new assignments, introduction clients to services available and assess duration of possible service needed.

Working Relationships

- BRS Manager
- NAADAP
- Mental Health Services
- Family Well Being and Family Support Workers

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.

Knowledge, Skills and Abilities:

- Monitor client cases through means of verification, reports and evaluations.
- Ensuring successful delivery of programs that promote healthy lifestyles and relationships for the youth, children and families of Ginoogaming.
- Valid class G driver's license
- Knowledge and experience of First Nation culture and history.
- Exceptional organizational, documentation and time management skills
- Excellent listening and interpersonal skills
- Conflict Resolution

Experience and Education Requirements:

- Grade 12 or equivalent.
- Previous related experience an asset



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- Professional or personal experience supporting those with disabilities, mental illness or challenging behaviour

Environmental Conditions (optional):

- Physical Effort: May involve some physical effort.
- Physical Environment: Office Environment but may include field work.
- Sensory and Mental Attention: Regular interruptions should be anticipated

Other Requirements:

- Professional appearance.
- Follow all GFN Policies and Procedures and display a commitment to the values and culture of the GFN.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager of Chief and Council.

Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

Signature

Date

Supervisor's Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor

Signature

Date