

Job Description

Caseworker – Windrose Supportive Housing

Classification: Caseworker
Salary Range: \$40,357 - \$52,657
Reports to: Residential Coordinator

Job Summary:

The Caseworker will report to the Residential Coordinator who in turn will report to their Department Director. The Caseworker, under the management of the Residential Coordinator and under the clinical direction of the Clinical Supervisor, will undertake the objectives of Windrose Supportive Housing.

Clinical/Casework Responsibilities

- Complete standardized assessments to evaluate the client's risk and need areas, and to develop and implement an intervention plan to address those areas of need
- Intervention development will utilize behavioural, cognitive behavioural and social learning approach. Emphasis will be placed on using systemic strengths to promote generalization of skills across settings, including home, school, and work
- Establish with the client achievable, time specific goals, and identify intermediate targets for change
- Provide structured individual counselling with clients on caseload a minimum of 1 session per week, and at times more intensive depending on client needs
- Maintain knowledge of and assist clients with referrals to appropriate community service agencies and educational/vocational programs
- Prepare and attend all clinical supervision sessions as required
- Maintain professional development through participation in relevant training, participation in supervision and through Caseworker development plans

Program/Building Responsibilities

- Support the residents to follow rules and expectations of building and program
- In conjunction with Coordinator, conduct necessary follow up to the client's building and program violations.
- Conduct all necessary follow up with Coordinator as it relates to clients status of residency in program
- Support any follow up with Coordinator issues related to client/building safety, contingency and emergency preparedness planning
- Facilitate one-on-one living skills sessions weekly to build resident capacity for independence
- Intervene and provide support to client crisis's and basic needs
- Ensure a comprehensive understanding of the Windrose Operations Manual and adhere to all protocols associated with that manual
- Ensure a comprehensive understanding of the policies and procedures manual for the John Howard Society of Ottawa and adhere to all protocols associated with P&P
- Adhere to all additional security and/or safety protocols associated with Windrose
- Attend staff meetings as required
- Facilitate excellent collaborative relationships with program colleagues and provide coverage when required
- Assist in maintaining a positive environment for clients and colleagues
- Actively communicate with support worker's to support client and building safety

- Actively participate in program evaluation by completing necessary processes and documentation
- Provide supervision to student placements as requested
- Participate in the residence on-call rotation, adhering to the relevant policy and procedures.
- Perform other duties as may be occasionally requested.

Report Writing/ Administrative

- Maintain client master files by affixing assessment and intervention plan, discharge reports, statistical forms, and any relevant internal or external documentation.
- Ensure client file notes are maintained on the client information management system
- Produce additional written reports and records as required
- Produce all documentation associated with program research and evaluation within deadlines
- Submit necessary statistical information as required

Collateral Communication/Program Representation/Training

- Maintain consistent communication and develop positive relationships with the referral agent, significant individuals, and other professionals involved with the client
- As appropriate participate in youth justice related meetings/obligations involving a client
- Establish partnerships with relevant community resources viable for promoting and sustaining gains made by the client
- Assist in the intake/referral process for new clients
- Participate in committees or meetings as requested by the Coordinator
- Assist with program development and promotion as requested by the Coordinator
- Be knowledgeable about evidenced based research in community corrections, trauma informed practice, etc.

Qualifications

- Education:** University Degree/College Diploma in the Social Sciences
- Experience:** Minimum 2 years of counselling experience with young persons in conflict with the law, youth who are homeless/unsuitably housed
- Language:** Bilingualism a strong asset

Essential Skills

- Excellent writing and organizational skills to support case assessment and management
- Strong interpersonal and communication skills
- Demonstrated ability to meet deadlines, manage multimodal interventions and efficiently work under pressure

Additional Assets:

- Knowledge of the Youth Criminal Justice Act, the Child and Family Service Act, Mental Health Act
- Experience working with and implementing the concepts of effective correctional intervention

Disclaimer: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.