

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Residential Case Worker	Competition #:	42/18
Ministry Unit:	Ottawa Booth Centre	Position Type:	1 Full time contract position until March 31, 2019
Salary Range:	\$17.49	Date posted:	September 5, 2018
City:	Ottawa	Posting Expires:	September 11, 2018

Applications Accepted By:

Fax or E-mail:

(613) 241-1573 or flwjjobs@ottawaboothcentre.org

Attention: Employee Relations Department

Please no phone calls.

Mail:

Employee Relations Department

171 George St. Ottawa, ON K1N 5W5

Position Description

JOB PURPOSE:

To assist clients through advocating and/or referrals in order to promote moving towards self-sufficiency

RESPONSIBILITIES:

The successful candidate will be responsible for:

Client Services

Data Collection:

Uses intake information and gathers other information needed to determine eligibility and presenting issues according to established format. This will be done through questionnaires, forms and interviews. This data will meet the provisions of the Ontario Works Act in ensuring confidentiality of residents.

Assessment:

- assess presenting condition of client to determine need for Urgent Response from City of Ottawa Department of Housing & Social Services
- using information gathered from the client and other appropriate sources, assess client needs in order to determine appropriate referrals for:
 - Housing
 - Employment
 - Health care (physical, mental, emotional, addictions)
 - Pastoral counselling
 - Socialization

Service/Goal Plan:

- with the client, involving other appropriate workers, develop preliminary service/goal plan, including outcomes, priorities and timelines
- identify real or potential barriers to achieving desired outcomes

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

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Crisis Intervention:

- use intervention skills in emotional, mental, or social crises

Referrals:

- make appropriate referrals to both Booth Centre and community resources
- coordinate simultaneous referrals to ensure an integrated service response
- coach/support clients as necessary for them to access appropriate services

Follow up:

- monitor client's progress. Advocate on behalf of the client as required and appropriate
- arrange for case conferences if appropriate or attend reviews called by community workers

Administration:

- ensure accurate, up-to-date documentation according to requirements of Booth Centre management and funding mandates. This will include both computerized and paper records
- prepare statistical and other reports as required
- transmit electronically or on paper all information required by a funding mandate

QUALIFICATIONS:

- relevant post-secondary education, preferably a diploma or degree in social services work
- at least two years successful experience in working on the front line with the homeless population
- understanding of the issues of homelessness
- effective communication skills including interviewing, presenting cases and writing reports
- demonstrable assessment skills
- proven ability to work effectively with community resource agencies
- bilingualism preferred
- valid "G" Driver's License and clean Abstract
- must supply a current Clear Police Reference Check for Vulnerable Sector

HOURS: Sunday to Thursday 8:00am – 4:30pm 40hrs a week

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.