

KABAESHIWIM RESPITE



JOB POSTING: Case Worker

JOB PURPOSE

Under the direct supervision of the Kabaeshiwim Women's Shelter Manager, the Case Worker provides intensive, client-centered case management services to Indigenous and Non-Indigenous women and children accessing Kabaeshiwim Women's Shelter. The Case Worker works collaboratively with Shelter Support Staff to assist clients in achieving their personal goals while promoting safety, stability, independence, and healing.

This position provides individualized advocacy, systems navigation, crisis support, life skills education, and ongoing case planning. The Case Worker develops trusting therapeutic relationships with clients while coordinating services and advocating on their behalf within the philosophy and guidelines of Saugeen First Nation #29.

KEY DUTIES AND ACCOUNTABILITIES

- Develop individualized case plans in collaboration with clients based on their goals, strengths, and identified needs.
- Meet regularly with clients through one-on-one case management sessions.
- Assist clients in securing safe and appropriate housing, including completing housing applications and communicating with landlords and housing providers.
- Support clients in obtaining employment by assisting with resumes, job searches, interview preparation, education referrals, and employment resources.
- Provide advocacy and assistance navigating court processes, legal aid, victim services, child protection matters, and other justice-related systems.
- Assist clients in accessing income supports, identification, health care, addictions treatment, counselling, transportation, childcare, and community resources.
- Coordinate referrals and maintain strong partnerships with internal and external service providers.
- Provide respite care and supervision for children when appropriate to support client participation in appointments, counselling, programming, or crisis intervention.

- Work collaboratively with Shelter Support Staff to ensure continuity of care and effective communication regarding client needs.
 - Participate in case conferences and multidisciplinary meetings where appropriate and with client consent.
 - Complete comprehensive case notes, assessments, documentation, statistics, and reports in accordance with agency standards.
 - Maintain accurate client files while ensuring confidentiality and compliance with applicable legislation.
 - Assist during client crises by providing intervention, de-escalation, safety planning, and emotional support.
 - Participate in an emergency on-call rotation to provide after-hours consultation and support when required.
 - Perform other related duties as assigned by the Kabaeshiwim Women's Shelter Manager.
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REQUIREMENTS

Education and Experience

- Diploma or Degree in Social Service Worker, Social Work, Child and Youth Care, Psychology, Human Services, Indigenous Studies, or a related field.
 - Equivalent education and relevant experience may be considered.
 - Minimum two years experience working with vulnerable populations, women experiencing violence, homelessness, addictions, mental health, or crisis intervention preferred.
 - Experience providing case management and advocacy services is considered an asset.
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Knowledge, Skills & Abilities

- Demonstrated knowledge of trauma-informed, client-centered, and strengths-based practice.
- Understanding of the dynamics of intimate partner violence, family violence, intergenerational trauma, and Indigenous approaches to healing.
- Excellent assessment, problem-solving, advocacy, and case management skills.
- Strong organizational skills with the ability to manage multiple client files simultaneously.
- Excellent written documentation and computer skills.
- Ability to establish professional therapeutic relationships while maintaining healthy boundaries.

- Knowledge of community resources, housing systems, Ontario Works, Ontario Disability Support Program, legal services, and other social support systems.
 - Ability to work independently while collaborating effectively within a multidisciplinary team.
 - Strong conflict resolution, communication, and interpersonal skills.
 - Commitment to cultural safety, humility, confidentiality, and ethical practice.
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Designations, Licenses & Requirements

- Current Criminal Record Check with Vulnerable Sector Screening.
 - Valid Standard First Aid & CPR Certification.
 - Valid Ontario Class G Driver's Licence with reliable transportation.
 - Ability to travel throughout Grey and Bruce Counties when required.
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WORKING CONDITIONS

Physical Demands

- Combination of office work, community outreach, client meetings, driving, and occasional lifting of materials under 20 lbs.

Environment

- Office and shelter environment with frequent interaction with individuals experiencing crisis, trauma, and complex social needs.

Mental Effort

- High level of emotional resilience required due to crisis intervention, advocacy, complex case management, and exposure to traumatic situations.

Position Type / Expected Hours of Work

- Full-Time, 9am-5pm
 - 35 hours per week.
 - Participation in an emergency on-call rotation outside of regular working hours as required.
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Program Information

Program: Kabaeshiwim Respite

Reports To: Kabaeshiwim Women's Shelter Manager

Term of Employment: Full-Time Term Contract (1 Year)

Hours of Work: 35 Hours per Week

Wage: \$28.50