



Employment Opportunity

Abegweit First Nation – Social Development Assistant & Case Manager

Location: Scotchfort, PE

Hours of work: Full-time 40 hours per week

Job Description:

The Case Manager, Social Assistance, assesses the eligibility of individuals, together with the Director of Social Programs, who are in need of financial assistance and/or support, to determine their initial and ongoing eligibility. This involves participation in the continuum of service delivery i.e. intake, office and home-based assessments, records maintenance, initial employability assessment, general and/or specialized case management, consultation communication of outcomes to applicants and referrals to appropriate programs and community resources. In a team environment, the Case manager works collaboratively with colleagues, community and clients to mobilize client's personal resources toward self-sufficiency, through the use of appropriate supporting interventions. Services are to be delivered utilizing client/strengths-based perspective which are congruent with a First Nations holistic approach to practice.

Duties:

- Assist with the ongoing evolution of the Social Development Program including but not limited to: working alongside external consultants to determine community needs and assets; conducting a client needs assessment; designing and implementing a short and long term work plan; identifying relevant training programs along with a case management database; and to work collaboratively with the Director of Social Programs
- Assess continuing eligibility for social assistance based on required knowledge of the policies and regulations. Complete financial adjustments to files that reflect changes to income and expenses. Complete yearly financial review, at minimum, as required by policies
- Assess client situations thoroughly in order to initiate an individualized case plan that would address client needs i.e. employability, health issues, financial priorities, transportation barriers, mental health, safety, addictions, probation, child protection, child care, spousal abuse, child custody and support and family resource in the community and any emergency situations in order to stabilize the individual's or family's environment
- Complete home visits
- Monitor client case plan for level of compliance and forward referrals to appropriate federal, provincial and community resources with necessary documentation and client consent
- Maintain a high level of accountability for decision making with specific, accurate file documentation in the Case Management Database
- Advise and educate clients on financial matters related to meeting basic needs of the individual or family unit. Explain to the client the various entitlements for which they qualify while in receipt of financial assistance. In addition, inform clients of the resources available to assist them in fostering greater independence and self-sufficiency while in receipt of financial assistance and after the service is terminated (i.e. Skills development, HRSDC, PEI Business Dev.)
- Complete employability determination on applicants and case plan with clients in development of an employment strategy utilizing private, community and government resources
- Case conference with a variety of professionals in development of plans for complex situations such as the apprehension from and/or the return of a child to a home, critical medical situations, addictions issues, or mental health issues
- Identify potential Child Welfare and Adult Protection issues and initiate appropriate referrals
- Attends and participates in ongoing professional training, seminars and staff meetings
- Worker will foster positive working relationships with client(s) while at all times working to maximize clients' potential
- Worker is required to defuse and mediate difficult situations arising from hostile clients from various backgrounds (i.e. criminal history, active addictions, mental illness etc.)
- Network with various community, provincial and federal partners to establish close working relations and to ensure effective service delivery while attempting to prevent duplication of services

- Function as a liaison to external agencies

Knowledge and Abilities:

- Knowledge of PEI First Nations communities, culture and First Nations approaches to practice
- Working knowledge of the Department of Aboriginal Affairs and Northern Development and Band Social Welfare Policies, along with working knowledge of the Provincial Policies/Legislation
- Excellent interviewing, communication (written/verbal), planning/organizational, team building and crisis intervention skills
- Ability to work independently with minimal supervision
- Current knowledge of local community, provincial and federal resources is required
- An understanding of budgetary and case management concepts, supplemented by demonstration of initiative, sound judgement, sensitivity to the impact of culture, socioeconomic status, gender, age and sexual orientation on client experience
- Proficient computer skills in word processing, spreadsheet and database software
- Able to meet deadlines and deal effectively with difficult situations
- Access to a reliable vehicle is required to travel to various locations
- Incumbent must have a good previous work and attendance record

Qualifications:

- Bachelor's Degree (preferably in Social Work, Sociology or Psychology) or equivalent combination of training and experience
- Experience working in the areas of mental health, addictions, social assistance, employment services, adult protection and child welfare and the general public
- Work experience in a First Nation community development context is a definite asset

If all qualifications are equal, preference may be given to persons of Indigenous ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No interview or relocation costs will be provided.

- ⇒ Salary to commensurate with relevant education and experience.
- ⇒ Closing date for applications is **August 21, 2019 at 3pm.**
- ⇒ Please email your resume and cover letter to sharris@abegweit.ca or mail to: Susan Harris, Director of Special Projects, Abegweit First Nation, PO Box 36, Mount Stewart, PE COA 1T0