



(1) INDIGENOUS (FIRST NATIONS) FOCUS - SUMMER STUDENT POSITION ENGLISH POSITION

**Full-Time Opportunity (35 hours/week)
- From May 7, 2018 to August 24, 2018**

The Children's Aid Society (CAS) of Ottawa is committed to protecting the children and youth of our community from abuse and neglect. We work in collaboration with community partners to ensure their well-being and to strengthen the capacity of families and the communities in which they live.

We are presently seeking a dynamic student to join our West Integrated Child Protection team for providing services to Indigenous families and supportive administrative duties to designated child protection supervisors/workers.

RESPONSIBILITIES:

Reporting to a Supervisor of Child Protection Services, the student will have the following responsibilities:

- Assists the assigned worker with scheduling of meetings and visits, case documentation, maintaining appropriate documentation on client contacts, completing social histories, and completing summer camp applications for children, as directed.
- Supports, as required, in investigations/family assessments and provides timely and supportive follow-up under the direction of the assigned worker.
- Assists the assigned worker with placement arrangements and in providing support and assistance to Indigenous and non-Indigenous children, families and care providers during the pre-placement and placement process.
- Researches and suggests most appropriate community resources for client's needs.
- Assists in the planning and organization of all Indigenous community events and activities (i.e. Pow Wows, National Aboriginal Day, etc.).
- Acts as the Society's ambassador and proudly representing the Society when attending Indigenous community events and meetings.
- Transports children, as required and reporting back to the assigned case worker on significant information.
- May supervise family visits between children in care and their families, as directed.
- Assists in the provision of backup services to the assigned team.
- Performs other related duties as required.

REQUIREMENTS:

- Current student enrolled in a Bachelor or Master of Social Work program or in a related field of study (e.g. Counselling, Criminology, Psychology, Sociology, etc.). Preference will be given to students in a MSW or BSW program. Direct experience providing services to Indigenous children and families is highly desired.
- Direct experience providing client service by utilizing the Indigenous holistic and healing approaches.
- Demonstrated knowledge and respect of Indigenous culture and traditions.
- Sound knowledge of our mandate and the services that we provide.
- Ownership of a cellular phone.
- Satisfactory Police Record Check for Service with the Vulnerable Sector is required upon hire.

COMPETENCIES & SKILLS:

- Demonstrated ability to act as a liaison to support communication between the Indigenous community and the Society.
- Demonstrated ability to act as an educational resource for staff, clients, children and their families, as well as Indigenous communities.
- Ability to maintain and establish strong relationships with clients, staff and community professionals.
- Strong interpersonal, engagement and exceptional English communication skills (both verbally and in writing).
- Strong planning, organizational and project management skills.
- Self-driven and ability to work independently as well as within a team setting.
- High level of professionalism, initiative, sound judgment and decision making skills.
- Ability to work in a fast paced environment and to respond to competing demands.

ASSETS:

- Demonstrated ability to communicate in an Indigenous language/dialect, such as: Algonquin, Cree, Mohawk, Ojibway, Micmac, etc..
- Valid Driver's License and access or ownership of a vehicle.

HOURS OF WORK: Monday to Friday, from 8:30 a.m. to 4:30 p.m. + flexibility to work variable hours when required

We offer a competitive salary rate of **\$15 per hour** plus an additional 6% in lieu of insurable benefits and 5% vacation pay. Our modern workplace has excellent physical amenities including a fully equipped gym, free parking and a cafeteria. All successful candidates will benefit from an innovative training program, quality supervision and recognition of contributions.

Interested candidates are requested to submit an online application at www.casott.on.ca/en/careers/opportunities/ by **23:59 p.m., on Friday, February 16, 2018. Please indicate in your application the current year of your program of study and your anticipated completion date.**

We encourage all candidates, including First Nations, Inuit and Métis candidates, to apply.

CASO is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.