

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Families First – Case Worker – 1 year leave of absence	JOB #:	2018-0033
Status:	Term from April 30, 2018 until April 26, 2019	Hours:	35 hrs/week
Benefits and eligibility:	3% in lieu of benefits; 2 weeks leave	Pay scale:	\$26.524-31.204/hour
Application deadline:	Friday May 11, 2018 at 4:00pm		

Job Summary

The Families First Case Worker provides intensive one on one support to clients in the Families First program. The primary role is to assist families in securing resources and supports, resulting in stable housing.

Job Specific Responsibilities

- Provides intensive, direct support to families in their homes who have been referred to the Families First Program.
- In partnership with the client, develops and reviews clients individual service plans.
- Maintains electronic client records and protects the confidentiality of the information
- Assesses and makes referrals to program liaison workers and other community resources as required.
- Assists families in making necessary contacts with community groups depending on their needs.
- Provides follow up contact with families, including home visits.
- Participates in regular chart reviews and case conferences.
- Participates in data collection and analysis as required.
- Assists in the development of procedures and guidelines for the Families First team and in the overall planning and development of the Families First program.
- Participates in information sharing within the Mental Health Services teams and other PQCHC committees and programs.
- Performs other related duties as requested

Qualifications

- Undergraduate degree in health or social science from a recognized university or an equivalent combination of education and experience.
- A minimum of three years' experience in a community-based setting with an emphasis in community outreach and working with homeless or high risk populations.
- Previous experience in case management amongst multicultural populations, disadvantaged groups and/or victims of abuse.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

- Excellent communication and interpersonal skills and sensitivity to people from diverse cultural, mental health and socio-economic backgrounds.
- Knowledge of, and experience working with community resources.
- Fluency in English and French essential, other languages desirable.
- Valid driver's license and access to a vehicle required.
- Ability to work flexible hours.
- Basic computer skills.