



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention and Protection, Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wasauksing First Nations.*

### CASE AIDE PERMANENT FULL-TIME

Under the supervision of the Services Supervisor, and as part of the team, the Case Aide will provide a variety of support services to an assigned caseload of children and their families.

#### **Service Responsibilities:**

- Assist in carrying out the plan of care for children and their families, as directed by the Supervisor
- Refer or provide culturally relevant services for children and their families; Helps families involved with: child welfare, youth in care or customary care, with services that are supportive, educational, and empowering
- Arrange transportation or provide transportation for children at home or in care, to attend a variety of appointments, meetings and /or court as required by the Services Supervisor; Provide support for the child under their care during community outings
- Ensure the safety and well-being of the child while under their care; Monitor court ordered access visits for children/youth and their parents/caregivers
- Document clear and detailed case notes. Provide case notes, and required documentation to Child Protection Workers or Children's Services Workers in a timely fashion
- Establish healthy relationships, act as a positive role model by using appropriate behavior and language; Empower children and their families

#### **Supportive Responsibilities:**

- Ensure that clients records, documents, case recordings and case-notes are current
- Assist Workers by filing, copying, and downloading documents into CPIN
- Run errands to obtain equipment or supplies required by the team
- Follow relevant legislation, Agency Policies, Standards & Procedures
- Ensure accuracy, confidentiality, privacy and safekeeping of agency records

#### **Qualifications**

##### **Minimum Education**

- Post-secondary diploma, such as, Social Services Worker, Child & Youth Worker Diploma, or other diploma in the social services field from an accredited institution

##### **Minimum Experience**

- 2 years of experience working with Anishnawbek children, youth, individuals and families, preferably in child welfare or social services

##### **Knowledge Requirements**

- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings; Basic knowledge of the Child, Youth and Family Services Act
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of traditional practices, ceremonies and teachings

##### **Other Requirements**

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence \* Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

##### **Work Site Locations:**

- Magnetawan

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@niijcfs.com](mailto:careers@niijcfs.com) or fax to (705) 223-7439

Application deadline is: **Open until filled**

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact  
Human Resources at [careers@niijcfs.com](mailto:careers@niijcfs.com) or call (705)923-8400.