



### **Employment Opportunity: Case Coordinator**

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community based programs: Touchstone, Open Circle, CoSA, and El'dad Ranch. These programs provide support for people with Fetal Alcohol Spectrum Disorder (FASD), intellectual disabilities as well as those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour community and foster a sense of belonging.

At Touchstone, we support youth and adults with FASD by assisting them in their day-to-day life and by providing advocacy wherever and whenever appropriate, nurturing opportunities for growth, belonging and success.

### **The Position:**

The Touchstone program is seeking a full-time (75 hours bi-weekly) Case Coordinator to join our team. We value people of all genders and cultures and consistently work towards diversity at all levels of our organization. We also value people who are open to working within an anti-oppressive framework and who understand theories of harm reduction and trauma informed practice.

The Touchstone staff team works out of IJC's Winnipeg office at 1200 Portage Avenue and is comprised of dedicated, passionate, employees who contribute to a welcoming and stimulating work environment. The pay range is \$17.82-\$19.04 per hour, depending on the applicant's education and experience.

### **Requirements:**

- Ability to lead teams of 2 - 3 frontline Outreach Workers in their support of program participants
- Ability to work collaboratively with the Touchstone leadership team, program participants and external systems
- Ability to establish and maintain person-centred therapeutic plans for program participants
- Ability to plan and facilitate regular case planning meetings
- Ability to communicate well interpersonally and to resolve conflicts restoratively
- Ability to write articulately and professionally
- Ability to think critically, to problem solve creatively and to remain flexible
- Ability to respond calmly in crisis situations and to debrief with the individuals involved

**Responsibilities:**

- Coordinate a caseload proportionate to FTE; this includes developing and overseeing the implementation of individual therapeutic case plans
- Report to external systems and funders and coordinate the work of outreach teams supporting participants on their caseload
- Participate in the Touchstone Leadership Team; contribute to overall healthy work environment and engagement and participate in an after-hours on-call rotation (one week out of 5)
- Demonstrate and model IJC's values and integrate theories of harm reduction, trauma informed practice, person centered and strength-based approaches into case management

**Assets:**

- Experience and/or education in the Social Services field
- Case management experience
- Lived experience and/or understanding of systemic barriers such as racism, homophobia, classism, etc.
- Knowledge and understanding of trauma informed practice
- Ability to provide own transportation

**The closing date for this position is April 16, 2021.** To apply, please send your cover letter and resume to the attention of:

Rose Klassen

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