

## **Position Title: Case Coordinator – 1<sup>st</sup> and 4<sup>th</sup> Street Cluster (Term)**

### **Position Details**

- Term position – 1 year or until the incumbent returns
- Full-Time - 75 hours bi-weekly
- Primarily Monday to Friday, some weekends if program needs require
- Primarily daytime hours, some evenings if program needs require
- Mixture of administrative and direct support work
- Bi-weekly salary range from \$1597.56 - \$1798.07
- On call rotation
- There will be a three-month probationary period

### **About Us**

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

IJC supports many Indigenous and culturally diverse participants. As an organization, we aspire to have a workforce that is representative of the diversity within our communities. We value diversity and aim to foster an inclusive work culture where everyone's contributions and professional development matter.

### **The Position**

The Case Coordinator will be a part of our Supported Cluster Program, assisting our Steinbach area 1<sup>st</sup> and 4<sup>th</sup> street Cluster homes. The Case Coordinator plays a key role in ensuring participants access timely, effective support and service coordination. The Case Coordinator will focus on integrating and advancing individuals receiving support's files and support plans, promoting independence, community integration, effective crisis response, and keeping detailed, current records. In order to do this they will collaborate closely with case managers, support workers, and the team. Their role is central to the organization's aim of supporting participant's growth, independence, and well-being.

### **What you will do**

- Conduct intakes, gather, organize, and maintain individuals receiving support's profiles and documents to ensure comprehensive record-keeping.
- In collaboration with the Case Manager, complete and ensure establishment and follow-through of Profiles, Circle of Care plans and safety plans. Keep these documents up to date, ensure their continued implementation in line with participant growth, goals, and needs.

- Participate in crisis support interventions, sending off incident reports in a timely manner, and responding effectively to individuals receiving support's needs during emergencies.
- Flag concerns related to individuals receiving supports in shift reports and initiate appropriate action, collaborating with the team to address challenges proactively.
- Collaborate with Program Coordinators, Managers, and external stakeholders, such as CSWs to coordinate and implement care and support plans, facilitating effective teamwork and communication.
- Attend meetings and appointments as necessary for individual's support, including CLPS, Court, Behavioural Specialists, CFS and team meetings.
- Organize team meetings and frequent one-on-one meetings with individuals receiving support to review progress, address concerns, and plan next steps.
- Provide direct support shift coverage when needed to support program activities, or as is required to meet funding mandates.
- Provide safe and culturally relevant supports, ensuring that the supports offered respects and aligns with the values, traditions, and needs of the individual.
- Ensure basic needs of individuals receiving supports are met, including housing arrangements, by coordinating with relevant agencies and service providers.
- Handle financial matters related to individuals receiving supports, including financial plans, budgeting, and expense management.
- Provide safe and culturally relevant supports, ensuring that the supports offered respects and aligns with the values, traditions, and needs of the individual.
- Other duties as assigned.

### **Required Qualifications**

- Three years or more of post-secondary education in a related social services field or the equivalent in work experience. Suitable combination of education, training, and experience may be considered.
- Grade 12 or equivalency.
- Bachelor's degree in a Social Science or Psychology, or formal education in cultural awareness, or addictions is an asset.
- Excellent interpersonal skills, with the ability to build working relationships, manage conflict, and provide direction.
- Excellent verbal communication skills with the ability to articulate in a clear and effective manner.
- Excellent written communication skills with the ability to draft correspondence in a clear and effective manner.
- Strong desire to work with individuals who live with intellectual disabilities.
- Excellent critical thinking and creative problem-solving skills
- Ability to work collaboratively with individuals and systems representing a wide range of cultures, ideals, values, and belief systems.
- Strong planning and organizational skills.
- Ability to assess risk and set safe & appropriate boundaries.
- Intermediate level computer skills including Microsoft Office Suite, including Sharepoint.
- Ability to maintain confidentiality, including adhering to PHIA and FIPPA.
- Ability to exercise patience and flexibility.
- Ability to work under pressure and handle work-related stress.

- Willingness to participate in on-call rotation.
- Participation in training opportunities and willingness to learn and adapt to new processes or procedures.

### **Assets**

- Bachelor of Social Work or Psychology.
- Understanding of the issues and challenges associated with intellectual disabilities, FASD, the legal system, and addictions.

### **Conditions of Employment**

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Satisfactory Criminal Record Check with Vulnerable Sector Search.
- Satisfactory Child and Adult Abuse Registry Check.
- Valid Class 5 Driver's License with satisfactory Driver's Abstract.
- Successful completion of First Aid certification and any other compulsory safety courses.
- Satisfactory work references.
- Participate in on call rotation.
- Adhere to all IJC policies and procedures.

### **Benefits Include**

- IJC group benefits package after the probation period.
- RRSP plan with employer contributions
- Employee and Family Assistance Services
- Paid Sick Leave

### **Location – Steinbach, MB**

### **How To Apply**

Submit your application to [resumes@initiativesjc.org](mailto:resumes@initiativesjc.org), with **Term 1<sup>st</sup>/4<sup>th</sup> Cluster Case Coordinator** in the email title.

APPLICATION DEADLINE: Position open until filled.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

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