



Job Description – School-Based Caseworker (30 hours per week)

Responsible to: Executive Director

Programs Managed

- In School Mentoring (approximately 35 matches per school year)
- Bigs in Blue (approximately 5 matches per school year)
- Coop Students (between 3-5 per semester)
- Camp URU (July to August)
- Go Girls (approximately 6 groups per school year)
- Game On (approximately 2 groups per school year)

General Purpose:

The School-Based Caseworker for the School-Based (SB) programs will be required to follow the National Standards of Big Brothers Big Sisters of Canada. The School-Based Caseworker will interview and train school-based mentors, participate, as needed, in the intake process for the children/youth with the Schools, liaise with local schools, determine mentor's and child/youth's appropriate assignment within the school-based programs, and supervise monitor matches/groups.

The term "Mentor" or "Volunteer" is used to refer to In-School Mentors and School-Based Group Mentors. The term 'Mentee' is used to refer to the child/children.

Intake and Coordination of Mentors:

- Liaise with school liaisons in local schools to inform them about the program
- Create a wait-list of schools who want SB programs
- Determine school availability for programs and ensure appropriate space will be available
- Compare mentor availability with school availability and make group assignments
- Continue to monitor the wait-list for SB programs, ensuring fair placements for schools and keeping wait-times to a minimum
- Also do initial intake for mentoring volunteers for the Big Brother and Big Sister programs.

Volunteer/Mentor Process:

- Provide necessary information to the volunteer during inquiry process
- Coordinate intake of volunteers (including Volunteer Pre-Match Training, reference checks, police checks, Family and Children's Services checks Review volunteer application and documentation
- Interview prospective volunteers
- Inform volunteers of their acceptance or rejection
- Re-assess and promote re-assignment of volunteers following termination of a match where appropriate
- Conduct program specific training for SB programs

Matching and Supervision:

- As new volunteers complete screening and training, match to appropriate schools/children



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- Participate as a team member in the selection and matching process with the school liaison, volunteers and children and where possible, attend the match introductory meeting at the school
- Discuss goal setting and progress with each volunteer/group according to National Standards
- Provide necessary intervention and support to volunteers and schools
- Provide ongoing communications with school liaison to build rapport and to develop a mutually beneficial relationship.
- Monitor match/groups according to National Standards
- Provide liaison to other agencies, professionals and institutions as needed for children, volunteers, and parents
- Facilitate the ending process when match is closing encouraging a 'celebration' for their last meeting.
- Complete an interview with the volunteers to determine if they will return for the next semester, move to another program or close their file.

Material Preparation and Presentation:

- Purchase required materials to stock supply bins for all school-based programs
- Provide required program materials to mentors for SB programs
- Purchase and distribute grocery cards to SB mentors (Accountable for receipts and petty cash in keeping with the program budget, to be submitted every 3 months).

Placement Student Supervision:

- Monitor matches with placement students following National Standards, with additional assessments of student skills and growth
- Conduct assessments and observations of placement students and ensure they are communicated in a timely manner to the placement students' supervisor
- Collaborate with the placement student supervisor to complete student grading and official assessment procedures

Camp URU:

- Lead the content planning process
- Screen, interview and train camp counselors
- Oversee the camp and counsellors while in session
- Create a counsellor handbook with all the activities and curriculum in it.
- Debrief with the counsellors on a weekly basis to encourage them, solve any problems and look for efficiencies.

Other Related Duties:

- Represent the agency with the Executive Director regarding on-going updates/negotiations of the Partnership Agreement with the Upper Grand District School Board and Wellington Catholic District School Board for School Based Programs.
- Maintain case notes on all cases in accordance with National Standards - CRM
- Perform administrative functions as required to manage caseload
- Provide regular reports to the Executive Director as required (e.g. statistics)



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- Participate in promotion of the agency in the community and at special events as assigned by the Executive Director
- Attend meetings/event as directed by the Executive Director
- Provide day to day guidance, training and direction as outlined by the Executive Director to volunteers and placement students.
- Participate in development of policy, procedures & agency guidelines relative to service delivery

* Perform other duties as assigned by the Executive Director *

Qualifications

In accordance with Big Brothers Big Sisters of Canada's National Standards, all Caseworkers must have at minimum a two-year post-secondary diploma or degree in Human Services (a copy of diploma/degree will be requested) or a related field (e.g. education, social or human services, child and youth work, family studies etc.). Training in understanding human growth and development is essential. Strong communication and interpersonal skills as well as the ability to work well both in an interdisciplinary team and independently are required.

The successful candidate must also:

- keen interest in working with youth and a passion for mentoring strong problem solving skills
- ability to interact with people of all ages and cultural backgrounds
- sound computer skills
- Strong youth engagement skills and a strength-based approach with adolescents
- valid driver's license and regular access to a reliable vehicle and carry \$1,000,000 auto insurance coverage
- current Police Check with vulnerable sector
- Strong time management skills and the ability to prioritize workload as needed
- Proficiency in MS Office Applications; Word, Excel, Power Point, Outlook
- A thorough knowledge of child safety
- A strong interest in learning and growing
- Ability to work flexible hours, including some evenings

Forward resume and cover letter to Kristen Drexler at Kristen.drexler@bigbrothersbigsisters.ca by November 2, 2019.

Only candidates chosen for an interview will be contacted.