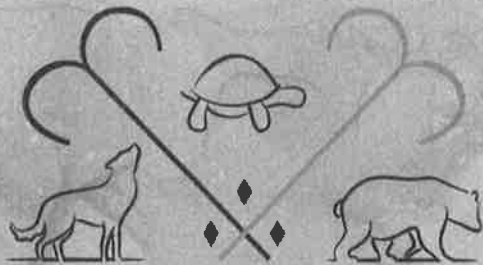


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Benefits:



4 weeks of paid vacation



14 paid holidays



15 days of paid wellness



\$500 wellness account



Health, travel and life insurance



Flex and summer hours

2 Case Workers – Home & Community Care Services

Deadline:

Friday, November 1st, 2024 - 4:00 PM

Starting Salary:

\$35.98/hour

Hours:

35 hrs/week

The Case Worker (HCCS) operates as part of a multi-disciplinary team and assists and in providing extensive social, psychological, mental health, financial, addictions and family services which empowers and enables Elders, families, and community to take responsibility for problems and issues confronting the clients of HCCS.

Duration:

Indefinite full-time position, with a 6-month probationary period.

Core Responsibilities:

- Determines the client & family needs and provide services.
- Provides liaison and follow up services for clients.
- Acts as the Case Manager when assigned this role.
- Maintains an accurate accounting of records.



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EMPLOYMENT OPPORTUNITY

2 Case Workers – Home & Community Care Services

KSCS is seeking two experienced individuals who are responsible to provide overall counselling and follow up services which empowers and enables individuals, families, and community to take responsibility for problems and issues confronting the clients of HCCS.

Under the supervision of the Manager of HCCS, the Case Worker (HCCS) operates as part of a multi-disciplinary team and assists and in providing extensive social, psychological, mental health, financial, addictions and family services which empowers and enables Elders, families, and community to take responsibility for problems and issues confronting the clients of HCCS.

Required Education & Experience:

- Must be an active member of the Professional Order of Social Workers, with one (1) to three (3) years related work experience.
- Experience and working knowledge conducting assessments, evaluations and completing Integrated Service Plans, especially in Gerontology including a person with a mental or neuropsychological disorder certified by a diagnosis or evaluation performed by an appropriate professional.
- A valid driver's license and access to a vehicle.

Status: Indefinite full-time position, with a 6-month probationary period.

Salary: Starting at \$35.98/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, November 1st, 2024, at 4:00 pm.

GENERAL INFORMATION

Code:	FLS11
Job Title:	Case Worker (HCCS)
Department:	Family Services, Home and Community Care Services (HCCS)
Date of Job Description:	February 10, 2017
Job Reports To:	Manager of HCCS

JOB DESCRIPTION SUMMARY

Under the supervision of the Manager of HCCS, the Case Worker (HCCS) operates as part of a multi-disciplinary team and assists in providing extensive social, psychological, mental health, financial, addictions and family services which empowers and enables Elders, families and community to take responsibility for problems and issues confronting the clients of HCCS.

With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.

Under general supervision operates as part of a team to help individuals, couples, families, groups, communities and organizations develop the skills and resources they need to enhance social functioning and achieve optimum holistic health. Provide crisis counselling, therapy, education and referral to other social resources. May work closely with mental health specialists, clinicians, and/or school counsellors. May perform some of the following: interviewing, screening and assessment, evaluation and investigation. Provides counsel and therapy to resolve social and personal problems. May specialize in fields of practice, such as family services (traditional and conventional), gerontology, disabilities, mental health and addictions.

May be required to liaison with and interpret court directives. Works with clients to ensure adherence to specific court orders and may manage 3rd party financial administration.

Decisions based on significant analysis & interpretation within policy. Modifies methods, techniques & procedures to achieve results. Has full autonomy to deliver to predefined accountabilities. Technical output is trusted as accurate & sound.

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
Determines the client & family needs and provide services.	<ul style="list-style-type: none"> ➤ Conducts an assessment to evaluate the referral from Nurse, Doctor, Activity Center, Intake, Family and Community. ➤ Conducts initial screening of individuals clients, including the OMEC to determine handicap and services needed. ➤ Conduct ISP meetings for all members of the multi-disciplinary teams. ➤ Ensures Integrated Service Plans (ISP) is updated when changes occur in clients situations. ➤ Develops and implements Integrated Service Plans from a gerontology perspective. ➤ Ensures the OMEC/Evolutive is updated every six months. ➤ Provide support and counselling to caregiver's, coordinates training, activities, respite and their travel arrangements to attend workshops, etc. ➤ Requests and assists coordination for respite with HHC and Nurses. ➤ Designs, develops, and implements skill building, therapeutic or support groups, with the collaboration of internal/external partners. ➤ Provides support and counselling to clients admitted to a health facility for short-term care. ➤ Follows up with Home Care/Mental Health Nurses for continuum of care. ➤ Offers support and counselling for end of life (palliative clients). ➤ Accompany clients to appointments when family are not available. ➤ Provides counselling services and follows-up to individuals and their families. ➤ Conducts family meetings and assists families in resolving conflict, by making appropriate referrals to allow the opportunity to resolve the issues and ensure the overall well-being of the elder.

	<ul style="list-style-type: none"> ➤ Provides crisis intervention (short and long-term). ➤ Conducts group services on issues related to adults or elders. ➤ Conducts assessments when required including a person with a mental or neuropsychological disorder certified by a diagnosis or evaluation performed by an appropriate professional. ➤ Provides after hours services when required. ➤ Research new and improved methods for care. ➤ Advocates on behalf of clients.
Provides liaison and follow up services for clients.	<ul style="list-style-type: none"> ➤ Networks with internal and external resources on behalf of the client. ➤ Makes necessary referrals to services internal/external to the community as appropriate to clients' needs. ➤ Determines needs for institutional care as it pertains to adults and elderly clients. ➤ Acts as Third Party Administration for clients when appropriate which includes: OAP cheques, monthly bills, monthly /weekly allowances and budgeting. ➤ Serves as liaison to clients, who are unfamiliar with outside resources, i.e.: Benefits Canada, Services Canada, Income tax, lawyers, etc. ➤ Provides liaison services with various organization, ie. Suroit Quebec Alzheimer's Society, Caregiver's support groups and other duties as required. ➤ Participates on and supports ad hoc working groups formed for the purpose of improving service deliveries. ➤ Attends court and prepares reports for court should the need arise and where appropriate and relevant to a case. ➤ Contributes as a member of the HCCS Palliative Care Team.
Acts as the Case Manager when assigned this role.	<ul style="list-style-type: none"> ➤ Manages the coordination of overall case duties when required for multi-disciplinary services. ➤ In collaboration with support personnel, coordinates specific case meetings, such as periodically updating ISP, ISO-SMAF, Evolutive and Multi-clientele. ➤ Ensures effective follow up and reporting to all assigned case team members. ➤ Ensures proper referrals, internal or external requests, assessments, briefings and updates are given to all team members assigned to the case. ➤ Provides specific facilitation for cases, individual or family meetings, community service, and any other activity associated with the client's needs.
Maintains an accurate accounting of records.	<ul style="list-style-type: none"> ➤ Records all required information of all assigned cases in Case Manager recording system. ➤ Reviews the entries from team members within his/her assigned cases. ➤ Maintains up-to-date client files. ➤ Records and submits required statistical data as per funding requirements. ➤ Assists clients and/or submits necessary documents on behalf of his/her clients for administrative purposes, such as registration forms, birth certificates, passports and Medicare documents.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	➤ Commonly requires a level of collaboration and cooperation to get work or projects completed in a timely manner.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Occasionally trains stakeholders or clients.
ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, occasional flex
Stress Factor:	➤ Moderate stress with some high periods of stress
Deadlines:	➤ Some tight deadlines (unplanned)

ACCOUNTABILITY

- To provide services in a manner consistent with KSCS Mission Statement and Personnel Policy Manual.
- To provide professional, trustworthy and tactful support, counselling, crisis intervention and to individuals, families and the elderly of the Kahnawà:ke community.
- To deal with the clients, other service providers in a respectful and diplomatic manner and with empathy and cultural sensitivity.
- To maintain positive relationships and work constructively with all community agencies, organizations and individuals.
- To ensure cases are accurately recorded, in a timely manner.
- To submit well researched and documented service plans.
- To administer all necessary paperwork including case records, case summaries, time and expense sheets with accuracy and in a timely manner.
- To maintain a proper filing system that networks with Home Care Nurses.
- To maintain confidentiality practice.

QUALIFICATIONS

Education and Experience	<ul style="list-style-type: none"> ➤ Must be an active member of the Professional Order of Social Workers or the Acquired Rights List with one (1) year of related work experience. ➤ Bachelors of Social Work with one (1) to three (3) years of related work experience.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Experience and working knowledge conducting assessments, evaluations and completing Integrated Service Plans especially in Gerontology including a person with a mental or neuropsychological disorder certified by a diagnosis or evaluation performed by an appropriate professional. ➤ Knowledge in maintaining a clinical file. ➤ Knowledge and experience in leading a case conference. ➤ Ability to handle conflict situations. ➤ Ability to perform non-violent crisis interventions as needed. ➤ Strong organizational, office skills, time management skills with ability to meet deadlines. ➤ Ability to multitask and excellent decision making skills. ➤ Good knowledge and understanding of the issues facing adults/elders in the community and its present and future needs. ➤ Good knowledge of computer programs (MS Word, Excel, etc.). ➤ A valid drivers' license and access to a vehicle are a requirement. ➤ Ability to continuously travel locally and outside of the community. ➤ Ability to deal with moderate to high stress. ➤ Ability to work flexible hours, evenings and/or weekends to meet the needs of the client. ➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha. ➤ Knowledge of French.

Immediate Supervisor

Incumbent

Date