**CASEWORKER - CANADA SUMMER JOBS PROGRAM**

**ABOUT BIG BROTHERS BIG SISTERS OF ORILLIA AND DISTRICT**

For 55 years, Big Brothers Big Sisters of Orillia and District (BBBSOD) has been supporting positive mentoring relationships within our community. Since 1966, our pledge has been to provide quality-mentoring experiences for children in our community. Since inception, our agency has directly influenced over 10,000 community members who have received mentoring programs or participated actively as a volunteer mentor. On average, we annually provide direct support to 350+ local children and youth through BBBSOD programs.

**FUNCTION:**

The primary function of the Summer Jobs Caseworkers will be program delivery. The Caseworker will provide casework management in accordance with the National Standards set out by Big Brothers Big Sisters of Canada. They will be responsible for providing assistance to a Mentoring Coordinator in matching volunteer mentors with children and youth, and to monitor those matches to ensure the healthy development of the relationships. The Caseworker will be also be matched with children/youth to deliver 1-1 and group based mentoring programs. The Caseworker will work within the guidelines, policies and mission of the Agency and be accountable and responsible for specific projects as assigned.

**Responsible to:** Mentoring Coordinator & Executive Director

**RESPONSIBILITIES:**

* participate in orientation, service delivery and pre-match training administered by the agency
* be matched with mentee(s), co-facilitate group mentoring programs
* maintain regular dialogue with program staff throughout the match
* be clear in communication with mentee, placement colleagues, school liaisons and agency staff, particularly around contacts, timing, planned activities and issues of concern
* be a positive role model, emphasizing behaviour such as trust, privacy, respect, reliability, honesty, fairness, commitment, resilience, kindness
* commit to a positive, formal closing of the mentoring match
* follow agency and child protection protocols as discussed in your training
* assist Mentoring Coordinator with intake of volunteers including orientation, interviewing, reference checks and other screenings.
* conduct reference checks of potential volunteers
* maintain case notes on every match support check in/ dialogue in accordance with the National Standards
* maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy
* perform administrative functions as required to manage caseload
* complete a performance appraisal including goals and objectives for summer employment
* assist with recreation/fundraising events as required
* other duties as assigned

**QUALIFICATIONS, KNOWLEDGE AND SKILLS:**

* Enrolled or have completed a post-secondary program in a related field (e.g. education, social work or human services, child and youth work, family studies etc.).
* effective oral and written communication skills
* strong problem solving and time management skills
* an ability to interact with people of all ages and cultural backgrounds
* an ability to work independently and as part of a team
* sound computer skills

**REQUIREMENTS:**

* Access to a reliable and secure computer
* Valid Ontario Driver’s License and adequate liability insurance or have ongoing access to a vehicle and driver, must be able to provide own transportation to special events
* A Police Vulnerable Sector Check is required
* An ability to work flexible hours
* Ability to work remotely if required

**This position is available through funding from Canada Summer Jobs (The Government of Canada) and as such applicants must meet all the following criteria to be eligible:**

* be between 15 and 30 years of age (inclusive) at the start of employment;
* be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
* be legally entitled to work according to the relevant provincial / territorial legislation and regulations

Big Brothers Big Sisters of Orillia and District strives for inclusivity and representative hiring practices to respond to the communities we serve. The agency welcomes applications from visible minorities, Indigenous persons, persons with disabilities, immigrants/refugees, persons of any sexual orientation, and persons of any gender identity or gender expression. Big Brothers Big Sisters of Orillia and District is committed to employment equity and diversity in the workplace.

Accommodations are available for applicants with disabilities throughout the recruitment process.  
Interested applicants are requested to email their resume and cover letter **by Tuesday, May 25, 2021**.

Thank you in advance for you interest; only those selected for an interview will be contacted.

**Job Types:** Full-time, Temporary, Contract

**Positions**: 2 available

**Length:** 8 weeks

**Hours / Days:** (8:30 – 4:30) Monday to Friday (With availability to work flexible hours infrequently including evening and weekend work as necessary)

**Salary:** $14.25 /hour

**Office Location:** Orillia, ON

**Work remotely:** This position may need to work remotely on a temporary basis should there be a delay in returning to the office or if government directives change due to COVID-19.

If interested please send a cover letter and resume to: intake@bbbsorillia.ca