



## Employment Opportunity

# **SOCIAL WORKER ASSISTANT**

LS-PERM-SWA-0818

**PURPOSE:** Reporting to the Permanency Manager of Lalum'utul' Smun'eem, the Social Worker Assistant provides collaborative support to the Permanency Team. The Social Worker Assistant will assume limited delegated authority under the Child, Family and Community Service Act. This position is a full-time permanent position and works primarily in the office with moderate local travel.

### **RESPONSIBILITIES:**

- Assist social workers providing administrative and limited technical support for child safety investigations; child case management; completion of referrals, placement packages; drafting court documents; and other related tasks
- Ensure completion of Structured Decision Making Tools and Chapter 3 requirements on child / family service files under the direction of social workers
- Update documentation / information requirements for family service, children in care (CIC), and out of care files on Best Practice and Integrated Case Management (ICM) as per auditing standards
- Implement planned moves of CIC and maintain contact with CIC , foster parents and families under the direction of the Child Safety Manager or Child Safety Social Worker
- Support youth-in-care (YIC) and service providers in independent living plans, youth agreements and out of care options; when applicable connecting and recommending La'lum'utul Smun'eem programs and services or supporting alternative community resources
- Participate in multi-disciplinary case conferences and organizes / documents case management points
- Other related duties as required

### **EDUCATION AND EXPERIENCE:**

- Diploma in the Human Services field required; Bachelor's Degree is preferred
- 2 years' experience working with children and youth in directly related field
- Experience working in a First Nations community and a willingness to learn about the Cowichan Tribes language, culture and traditions
- Valid BC Class 5 Driver's License and reliable vehicle

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Understanding of the Child, Family, and Community Service Act, Aboriginal Operational and Practice Standards and Indicators (AOPSI), Aboriginal Policy and Practice Framework
- Awareness of the impacts of colonialization on Aboriginal people
- Excellent verbal, written and interpersonal skills with the ability to develop various working relationships
- Tact, patience and the ability to cope with difficult and stressful situations
- Pro-actively planning, establishing priorities and allocating resources
- Ability to work in effectively in a multi-disciplinary environment with other staff, clients and service providers

*Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Attention:** Human Resources Department, Cowichan Tribes

**Reference No.** LS PERM SWA 0818

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Website:** <http://www.cowichantribes.com/employment>

**Deadline:** 4:00 p.m. Tuesday, August 14, 2018

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.*