**JOB DESCRIPTION**

**Position Title:** Caseworker

**Program/Location:** Respite Program, 30 Bennett St., Carleton Place, ON

**Reports to:** Respite Program Manager

**Role Summary**

The Respite Caseworker provides coordination of respite support plan to families in the community who care for a family member who has special needs and requires assistance with many of the acts of daily living. The caseworker works closely with members of the Respite Team to provide practical assistance and support, access to other programs and services and assists clients and their caregivers to build support networks and respite access options. Coordinated Service Planning may be required for families caring for complex family members.

**POSITION REQUIREMENTS**

1. **Education**

* Diploma or degree in one of the Social Sciences from a Community College or University or equivalent combination of education and experience

1. **Professional Experience**

* Substantial and proven experience in working with families of physically and/or intellectually disabled persons with a minimum of two years related experience.

1. **Key Competencies**

* Knowledge of programs and services important to the quality of life of physically and/or intellectually disabled persons
* Ability to work in a multi-disciplinary team environment.
* Skills in assessing clients needs and create community linkages.
* Experience with recruitment and supervision of employees an asset
* Experience with residential respite an asset
* Self-motivated and able to work and complete tasks with minimal supervision
* Excellent interpersonal communication (oral and written) and presentation skills.
* Excellent time management and organizational skills and ability to prioritize multiple projects with conflicting demands (and/or ability to remain cool under the pressure of competing demands/workload)
* Demonstrates ability to work effectively independently and collaboratively in a multi-disciplinary team and as a member on networks with partner agencies/organizations.
* Excellent computer skills including word processing, PowerPoint & excel etc.

1. **Personal Suitability**

* Commitment to, and knowledge of community-based resources for individuals with intellectual challenges, preferably in a rural setting.
* Committed to, and knowledge of Coordinated Service Planning for individuals with complex needs.
* Ability to promote collaboration and cooperation amongst internal and external programs.

1. **Work Conditions**

* Participate in an After Hours On-Call rotation
* Ability to work between multiple programs locations
* Ability to work a flexible schedule, based on client(s) and program needs as required. May include evenings & weekends
* Valid Driver’s license, insurance, and the use of a reliable vehicle
* Valid CPR/Standard First Aid, CPI
* Clear vulnerable sector screening check
* Other related duties as required.

**POSITION RESPONSIBILITIES**

1. **Responsibility #1**

* Maintain regular contact with client/families to ensure their recreational, respite and funding needs are satisfied. Facilitate purchasing of allowable expenses as part of the funding plan.
* Maintain accurate Case notes on EMH database.

1. **Responsibility #2**

* Develop and monitor a budget based on allocated funds and family needs for each client. Remain current on all new funding announcements and changes.
* Work closely with the finance department to assure accuracy of client statements.

1. **Responsibility #3**

* Educate and/or inform families of programs, allowable expenses and options provided through the Respite Services Program and the community services. Provide referrals to other support services when appropriate.

1. **Responsibility #4**

* Ensure continuity of client care is maintained through all critical life transition stages (e.g., school entry, adolescent to adult services).
* Complex Case Management for families and children who require extensive service navigation.
* Facilitate Coordinated Service Planning meetings as required.

1. **Responsibility #5**

* Provide updates to the client profile as needed and renew all funding applications for clients as required. Complete all documentation and administrative requirements of the program.

Other related duties as required

**Standard ConnectWell Employee Responsibilities**

As an employee of ConnectWell, this position is responsible for the following:

**Administrative**

* Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
* Submits records of time worked and time off in a timely manner
* Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
* Complies and adheres to all applicable ConnectWell policies and procedures

**Organizational Responsibilities**

* Respects and values the diversity of the community and individuals
* Supports the organization’s student placement programs
* Contributes to the organization’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
* Contributes to the organization’s practices of hiring, orienting and training of employees
* Participates actively in team meetings
* Consults with and provides support to team members and other ConnectWell employees regarding professional issues
* Participates in the development of policies and procedures by providing feedback in the organization’s policy development process
* Works in a manner that incorporates health promotion and recognizes the determinants of health
* Participates in team and individual professional development opportunities

**Occupational Health & Safety**

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

* Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
* Must read and follow all ConnectWell Occupational Health & Safety policies
* Works safely in consideration of the following job hazards: noise, workplace violence
* Participates in Occupational health & Safety training as required:
* AODA
* WHMIS
* Employee Safety Training
* Other (as required)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

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Employee Signature Date

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Supervisor Signature Date