



R.C. BISHOP OF THE DIOCESE OF CALGARY



POSITION DESCRIPTION

Caseworker Elizabeth House

REPORTS TO:

Coordinator, Elizabeth House

OVERVIEW:

Elizabeth House is a non-denominational residential program for pregnant and parenting young women. This Social Justice & Outreach Ministries program is made possible through a partnership between the RC Diocese of Calgary and the Sisters of Charity of St. Louis as well as through the generosity of donors contributing directly to the program and support through the diocesan Together in Action campaign.

ACTIVITIES & RESPONSIBILITIES:

Primary Responsibilities

The Caseworker is responsible for three main functions within the residence:

Casework: In consultation with the Coordinator, the Caseworker is responsible for the recruitment, intake and ongoing support, assessment and advocacy for residents. This includes the creation and support of Individual Service Plans (ISP) and planning for eventual transition to independent living

Program Planning: In consultation with the Coordinator, and in alignment with the program mandate and values, the Caseworker will develop and coordinate programming that supports the residents in life skills development, pregnancy and parenting and health and wellness. This may include coordination and supervision of other staff, professionals, students and volunteers to achieve desired experience and outcomes.

Documentation: The Caseworker shall maintain comprehensive case files, records, documentation and communications that meet industry and legal standards and requirements. This includes program reporting as required, data entry and collection and dissemination of statistics for archival and reporting needs.

Additional: The Caseworker is responsible to oversee the program and residence in the event that the Coordinator is away, under the supervision of the Director, Social Justice and Outreach Ministries.

GENERAL EXPECTATIONS

- Adhere to program philosophy of being professional, non-judgmental, encouraging and respectful with all stakeholders. Ensure that work with residents follows the mandate and program philosophies (such as Natural Support Facilitation, Nurturing Parenting and Trauma-Informed Care) while meeting all appropriate professional practice standards.
- Attend and participate in Elizabeth House staff meetings, Catholic Pastoral Centre staff and team meetings as well as training opportunities and special events as required
- Attend external, role-appropriate meetings including network, professional, informational and collaborative case management meetings, including those assigned by Coordinator
- Account for all monies spent through Petty Cash and the Special Needs Fund by following relevant protocols. Prior approval from Coordinator is required for purchases, other than groceries, exceeding \$50
- Abide by the R.C. Diocese Model Code of Conduct, Elizabeth House Employee Handbook and all Policies and Procedures pertaining to the work of Elizabeth House, as well as legislative and best practice standards for working with youth and vulnerable populations and adherence to relevant health and safety regulations.
- Complete all initial and ongoing screening and training requirements for employment.
- Attend approved ongoing professional development and training opportunities and maintain requirements for professional status/designation
- Share on-call duties with the Coordinator in providing consultation in urgent and emergency situations that may arise during evenings and weekends

RESIDENT SUPPORT

- Maintain comprehensive and professional documentation for each resident including completion of relevant admission and assessment forms, vital statistics, meeting notes, daily logs and others
- Engage in a professional relationship with each resident, maintaining appropriate boundaries in all interactions and protecting each resident's right to confidentiality and self-determination
- Accompany residents to appointments as necessary to provide support and advocacy
- Notify the Coordinator and/or emergency services if there is an immediate or anticipated threat to self and/or others.
- Meet with Coordinator regularly for casework supervision
- In consultation with the Coordinator, follow established procedures regarding disciplinary action for non-compliance with program

Referral/Interview/Orientation

- Collaborate with Coordinator to manage recruitment of suitable program candidates
- Manage applications and arrange application interviews with potential residents
- Conduct interviews with potential residents in conjunction with Coordinator
- Provide orientation to new residents regarding the program, residence, safety and general guidelines and expectations

Resident Goals/Planning

- Facilitate the development and implementation of case plans with each resident using assessment tools and templates
- Support residents in securing basic needs such as medical care, clothing,
- Conduct regular case meetings with residents to monitor personal and program progress, identify successes and challenges and work with resident in identifying and engaging natural and professional supports needed for success
- Identify and introduce residents to external resources, agencies and services
- Document meetings, interactions, pertinent observations and other essential information in case notes, daily logs and Incident Reports. This includes meetings with other individuals, professionals and agencies with the resident or on their behalf
- Assist the residents with completing various government forms and applications (e.g., taxes, birth certificates, SIN, childcare subsidy, etc.) as needed
- Support the resident in securing income, including maintenance support when possible
- Assess and collect monthly Room and Board fee from each resident, provide receipts and maintain reports
- Assist residents in managing legal matters, including court proceedings. Plan for natural supports, provide referrals or provide direct support as needed.
- Collaborate with other professionals providing services for the resident, following legal standards for release of information and documentation
- Attend case conferences and other meetings in support of the resident and/or resident's child
- Coordinate and attend monthly House Meetings with residents

Prenatal and Child Care

- Assist residents in registration for prenatal and parenting classes
- Coordinate in-house programming for prenatal and child care education for individuals and group
- Support residents in securing basic needs for their child including medical care
- Accompany residents to appointments as necessary to provide support and advocacy
- Support residents in following through with Child and Family Service Authority Service Plans when necessary.
- Attend/coordinate collaborative case conferences with appropriate professionals
- Assist residents in the decision-making process regarding outside childcare choices which may include attending appointments with residents as needed and/or touring facilities
- Provide ongoing support and natural mentorship to residents according to the Nurturing Parenting Philosophy and following current best practice standards in the care of infants and children under two years of age

Resident Exit and Transition

- Support each resident in developing a comprehensive plan for transition following relevant protocol

- Facilitate connection to external supports and outreach services to promote successful transition
- Provide basic outreach services (natural support connections, professional referrals, check-ins) for a period of up to six months to facilitate successful transition

SUPPORT STAFF

- With Coordinator, participate in the orientation, training, observation and support of Support Staff
- Daily communication with Support Staff to share pertinent information regarding residents, programming, and residence
- Input and supervision of daily logs in database and communication journals

PROGRAM PLANNING, EVENTS & SPECIAL OCCASIONS

- In consultation with the Coordinator, identify, engage and coordinate external services and professionals for on-site educational and recreational presentations, events and ongoing programs
- In consultation with the Coordinator, plan and organize resident's weekly Community Nights and other special occasions
- Collaborate on projects for special events such as fundraising, donor stewardship or staff training/celebrations.

VOLUNTEERS

- Coordinate and schedule volunteers to assist with program needs
- Interview potential volunteers with Coordinator
- Train, orient, monitor and schedule volunteers as needed
- Enter volunteer statistics into database

OTHER

- Consult and collaborate with Coordinator regularly for program, residence and staff planning and management, and consultation on other program and casework areas
- Research, develop and maintain partnerships to support residents and program, in conjunction with the Coordinator
- Complete grocery, household item and other pick-ups as required, including weekly Foodlink pick up
- Assist the Coordinator in identifying and addressing needs for property, household and equipment maintenance and improvements
- Train and supervise practicum students in conjunction with Coordinator
- Perform other related duties as necessary for the benefit of the residents and the effective operations
- Assist Coordinator to ensure program and residence meet compliance with applicable program, diocesan, legislative and other governing authorities

QUALIFICATIONS & PERSONAL CHARACTERISTICS

- Post-secondary degree in Social Work, Child & Youth Care Counselling or comparable work experience
- Experience supporting women during the prenatal and postpartum period is an asset
- Impeccable communication skills both verbal and written
- Intermediate to advanced proficiency in computer expertise to communicate with stakeholders, keep records, prepare reports, develop communication materials, etc.
- Demonstrated experience coordinating & supervising volunteers
- The energy, motivation and positive attitude to engage residents in the development of their goals and action plans, and to participate in activities and community programs
- A passion for this population and an understanding of the social and emotional challenges they face
- The maturity and resourcefulness to be non-judgmental and compassionate while still promoting and expecting healthy lifestyles and compliance with goal setting and achievement.
- CPR, First-Aid, Suicide Prevention, and Trauma training are all assets but training opportunities and renewals are provided
- Proven ability to work both independently and as an integral part of a team.

STRENGTHENING OUR PARISH COMMUNITIES

Application process includes:

- Fill out the application found in the link - <http://www.calgarydiocese.ca/articles/employment-opportunities.html>
- Satisfactory Vulnerable Sector Police Information Check
- Training and orientation

- Three (3) reference checks
- Agreement to the Model Code of Conduct (see <http://www.calgarydiocese.ca/articles/employment-opportunities.html>)

By e-mail: Careers@calgarydiocese.ca

Mail: Human Resources
120 17th Avenue SW
Calgary, AB, T2S 2T2

This posting will remain open until a suitable candidate is selected.

We thank in advance all applicants for their interest. Only short listed applicants will be contacted.