



Employment Opportunity



Position: Case Manager	Department: Emergency Receiving Home
Job Classification: (safety sensitive)	Reports to: Group Home Manager

Job Summary:

The Case Manager will be the communication link between the Referring Agencies and families. The Case Manager provides written quarterly case conference reports, sets up case conference meetings, facilitates admission conference for new clients, and provide a written risk assessment report upon admission. The Case Manager establishes goals for the youth and ensures goals are achieved.

Job Skills & Abilities:

- On call duties after hours required.
- Develop and Maintain youth files.
- Ensure all documentation is completed as required such as; daily case/contact notes, weekly case reviews, case conference reports, follow-up incident reports, summarizing behavioural reports, other required documentation.
- Coordinate quarterly case conferences.
- Schedule and coordinate youth appointments.
- Coordinate all home visits with Referring Agency (interview child/youth after each home visit).
- Ensure that family contact is maintained and encouraged, whenever appropriate as per case plan.
- Ensure that each case plan is followed through in regards for short- and long-term goals as identified in the case plan.
- Carry out other work-related duties as requested by the Program Manager.

Job Qualifications:

- Social Work Degree and/or Certificate or a related degree in the Human Service Field or equivalent.
- Minimum two years' experience with child and youth care.
- Strong interpersonal, organizational, and communication skills.
- Ability in working with children/youth and their families.
- Healthy lifestyle reflecting positive role modelling.

DEADLINE DATE: October 11, 2024

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources:

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