



# Caseworker

## Job Description

**Position Title:** Caseworker  
**Reporting to:** Therapeutic Services Coordinator  
**Position Type:** Part-time  
**Salary:** \$26.85 to \$37.06

## POSITION OVERVIEW

The Caseworker is responsible for supporting families and youth in the community by providing direct services and intervention. This role involves working in a collaborative environment and offering assistance through the Therapeutic Services programs and the Residence program.

## RESPONSIBILITIES

- Conduct intake sessions and weekly family meetings with assigned clients.
- Plan and conduct group counselling sessions on topics related to family functioning.
- Attend school meetings for residence clients.
- Facilitate School Information meetings for clients.
- Arrange individual supervision with a clinical supervisor for a minimum of one hour and a maximum of two hours per month. Workers within their probationary period must attend two hours of supervision per month.
- Maintain related records and reports in the database.
- Communicate with other team members using the main and individual logs.
- Keep up to date on residence client progress by reviewing individual logs.
- Communicate with the appropriate coordinator about pertinent events from family meetings that may impact the specific family members or teen.
- Perform additional duties as necessary or assigned.

## SPECIAL WORKING CONDITIONS

- Varied shifts, including evenings to conduct family meetings and daytime hours to conduct School Information Meetings.
- Part-time hours: 5-10 per week (opportunity for more hours if the candidate would like to take on more families).
- Remote position with occasional days requested to come into the office.

## QUALIFICATIONS

- Bachelor's degree in social work or equivalent; master's degree an asset.
- 1 to 2 years of relevant experience working with families and adolescents.
- Member of "Ordre des travailleurs sociaux du Québec."
- Working knowledge of social theories and practices.
- Bilingualism (French and English) is required in order to communicate effectively with our English-speaking clients and respond appropriately to their needs.
- Ability to relate and communicate with diverse populations and groups.

- Resilience along with the ability to assess situations.
- Organizational, computer, time management, and observational skills.