



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Case Aide	
Position Number	Community	Division/Region
48-16518	Fort Smith	Child, Family and Community Wellness / Fort Smith

PURPOSE OF THE POSITION

The Case Aide provides casework assistance to Family and Community Social Workers and work directly with children, youth, and families served through Child, Family and Community Wellness. The Case Aide will play a supporting role in the delivery of services to families, assisting with day to day case management support, and supporting permanency planning, family re-unification, placement, along with other duties as they present.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the NWT, with the exception of Hay River and Tẖcẖ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tẖcẖ Community Services Agency will operate under a separate board and Hay River Health and Social Services Agency will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire NWT. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

Colonization has a continuing and profound impact on NWT Indigenous families today; therefore, all positions play a role in promoting and supporting a system-wide shift towards prioritizing early childhood development, culturally-based prevention, and family and community-driven programming that supports the health and wellbeing of all families in the NWT and supports families who are struggling with multiple barriers to safely staying together.

Cultural Safety is an outcome where Indigenous peoples feel safe and respected, free of racism and discrimination, when accessing health and social services. Relationship-based care is fundamental to cultural safety because it prioritizes the need for trusting, caring and ongoing relationships between patients and clients with providers. Embedding a culturally safe approach in Health and Social Services (HSS) has been identified as critical to supporting equitable access to care with the long term goal of improving health outcomes for Indigenous peoples.

For Indigenous residents of the NWT, who represent over 50% of the population, these shifts are particularly significant because despite some improvements over time, there remains significant disparities in their overall health status in comparison to non-indigenous residents. Health disparities are largely attributed to inequalities in the social determinants of health, which for Indigenous residents include the legacies of colonization and systemic racism. Indigenous families and their children are disproportionately overrepresented in the Child and Family Services (CFS) system. Most of the children who are involved with Child and Family Services are Indigenous, a fact that can be attributed both to the historical legacies and systemic racism as mentioned above, but also to the lack of culturally safe and accessible supports. These factors have impacted the way health and social services are delivered and accessed by Indigenous peoples in the NWT, contributing to additional complexities in Indigenous health disparities. When Indigenous peoples feel culturally safe after interacting with staff in the HSS system they are more likely to access care when needed, leading to improved health outcomes. This position requires the incumbent to honour and promote a culturally safe environment at all times.

Located in Fort Smith, the Case Aide reports to, and is supervised by the Regional Supervisor, Child and Family Services, and is responsible for providing services such as transporting clients to appointments, providing escorts for children/youth as required, conducting home visits related to both prevention and protection services, supervising access visits, ensuring timely documentation, researching information, coordinating case conferences and cultural activities, attending meetings, providing referrals, drafting reports and assisting with other duties as and when required.

This position provides the supporting work necessary to ensure the child's connection with their family and community, and assists Family and Community Social Workers (Social Workers) in completing a variety of standard casework tasks, including but not limited to, the service of documents, supervising/facilitating visits, completion of case notes and other documentation, and facilitating appointments and meetings. Casework tasks include a combination of administrative tasks and direct client contact.

The legacies of colonization, assimilation policies such as residential schools, have impacted Indigenous health outcomes and the way health and social services are delivered and accessed. This position requires the incumbent to practice from a perspective that is trauma- and violence-informed, anti-oppressive, strengths-based and family centered approach and the position requires that interaction with clients and families, community members, partners and colleagues is tactful, respectful and humble.

RESPONSIBILITIES

1. Support children, youth and families in maintaining regular, positive, healthy family, cultural and community connections.

- Support as requested, the development and implementation of an access plan and coordinate schedule with children, youth, biological families and foster families.
- Coordinate and facilitate visits between children/youth in care and their families and extended families, as well as any other identified important 'persons' in their life.
- Assist with transportation of children and/or parents to and from appointments.
- Provide supervision and support during family visits to promote healthy parent-child contact.
- Assist with development of cultural plans and provide support to follow through on activities to keep children/youth connected to their culture and community.
- Monitor progress made in family visits and provide advice and recommendations with respect to the organization and supervision of visits.
- Complete all documentation as per standards following access visits.

2. Provide support to placement, family re-unification and long term planning.

- Provide transportation both inside and outside of community for children and youth including relocation/placement in foster homes, appointments, and supervised access visits.
- Supervise children in the designated area while parents meet with social workers.
- Facilitate appointments and escort children, youth and parents to appointments.
- Complete documentation of all contacts.
- Assist with the coordination of case conferences and meetings.
- Provide a liaison role between social workers, family members, foster parents and community agencies.
- Assist with concurrent and long term planning for children and youth in order to ensure connections with family and culture are maintained and promoted.
- Assist with long term planning activities, including the gathering of family information for genograms and/or social histories for children.
- Assist in drafting reports and documents such as the long term plans for children and youth in care, reunification plans, and referrals.
- Assist with transition planning and activities for youth in care.
- Participate in training activities, team meetings, and program meetings as required.

3. Assist in completion of Family and Community Social Workers administrative responsibilities.

- Maintain up to date case notes for each child/youth and/or family and other administrative work required by policy and standards.
- Attend any required meetings pertaining to child/youth and/or family.
- Attend all community partners meetings, as deemed relevant to case planning.
- Complete required paperwork such as timesheets and expense claims.
- Assist workers in filing out necessary paper work (i.e. referrals, access visits, transportation, summer camps).
- Assist with filing.
- Assist with archiving files as required.

4. Perform other duties as required.

WORKING CONDITIONS

Physical Demands

It may be required for the incumbent to walk / run after children who may be attempting to run away; carry luggage, awkward items, i.e. boxes, bikes, etc., and manage young children who may be resistant to being carried or transported.

Environmental Conditions

Travelling in poor road conditions, and/or in unsafe weather conditions (daily in winter - 2.5 hours); potential exposure to communicable diseases through contact with clients and the public (daily); may have exposure to unsanitary conditions with home visits.

Sensory Demands

Position requires incumbent to use multiple senses working with clients and being cognizant of one's own personal safety (daily @ 3 hours).

Mental Demands

On a daily basis the incumbent may be required to respond to crisis at any time, often without foreknowledge of the danger of the situation they may be walking into (1-3 hours).

Job holder may experience threats and verbal harassment from clients, members of the public, and in some cases other professionals. As well, the incumbent may be required to work with clients who have a history of violence, a criminal record of violent acts, and who may pose as a threat and danger to personal safety.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and the ability to support the development and implementation of an access plan and coordinate schedule with children, youth, biological families and foster families.
- Knowledge of child development, and of parenting techniques.

- Ability to provide transportation both inside and outside of community for children and youth including relocation/placement in foster homes, appointments, and supervised access visits.
- Ability to complete work according to procedures and standards and shows a concern for monitoring and checking work.
- Communication skills with clients of various ages and cultures in both written and verbal form; ability to understand/respond effectively to other people from diverse backgrounds.
- Ability to value others' input and expertise and is willing to learn from others including peers and supervisors.
- Computer literacy and the ability to learn and apply word processing, database systems.
- Organizational, problem-solving and conflict resolution skills.
- Ability to become familiar with colonization, Canada's assimilation policies, and the residential school legacy in Canada and the impacts upon Indigenous populations.
- Ability to keep one's emotions under control and restrain negative actions when provoked.
- Ability to work in a multi-disciplinary team and in a cross cultural setting.

Typically, the above qualifications would be attained by:

A Diploma in Social Work, Child Development, Youth Care or Early Childhood Education.
Equivalencies will be considered.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices is required.

Class 5 Drivers License

Position Security

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French Language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous Language: Select Language

- ☐ Required ☐ Preferred