



EMPLOYMENT OPPORTUNITY Social Caseworker

Position Title:	Social Caseworker
Department:	Administration – Social Department
Salary:	\$ 40, 000 - \$ 45, 000 per annum (dependant on qualifications and experience)
Term:	Full-time, permanent, 36 hours per week
Location:	Dependent on successful candidates' location
Position Reports to:	Social Development Administrator

GENERAL DESCRIPTION

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including human resources, health, social, economic development, employment, education, housing and maintenance, forestry and fishing.

WFN is currently recruiting for a Social Caseworker, reporting to the Social Development Administrator (SDA), responsible for assisting clients and families requiring social service support, working collaboratively with clients to complete applications and initial assessments to determine needs, establish case plans, provide referrals and maintain ongoing case plan coordination with clients. This position is designated for a WFN member.

DUTIES AND RESPONSIBILITIES

- Application Process
 - Meet with the client to review and complete the application process, ensuring all information is accurate and up to date
 - Follow legislation, regulations, department policies, and guidelines including the Mi'kmaq Enhanced Social Policy to determine eligibility
 - Explain to the client rights and responsibilities under regulations
 - Review, with the SDA, client applications for eligibility
 - Collaborate with the SDA, to develop a client budget
- Case Administration
 - Establish, with the client, a case plan
 - Obtain supplementary information of the client, such as employment, medical records, and or school reports, as needed to support the client
 - Arrange, on an ongoing basis, meetings with the client to co-manage the case plan in achieving their goals
 - Provide and or recommend referrals to assist the client with other appropriate services and or benefits as needed
 - Compile and maintain client records and prepare reports
- Develops positive working relationships with all clients and families



- Advocates for an on behalf of the clients and their families
- Builds capacity and working knowledge of the Mi'kmaq Social Governance Association system through mentoring and training opportunities with the SDA and other organizations
- Establishes and maintains the privacy and confidentiality of client information in all formats, ensuring it is locked and secure and or password protected
- Other duties, training and activities related to the Social Caseworker position, as required
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, and Procedures as required

EDUCATION, CERTIFICATIONS AND EXPERIENCE

- WFN Band Member
- Certificate in social work, human resources and/or Community Services Program
- 6 months of relevant experience in a caseworker role or an equivalent combination of education and experience sufficient to successfully perform all the essential tasks of the job
- Designated WFN Band Member position
- Knowledge and understanding of First Nation governments and cultures
- Knowledge and experience working in a Mi'kmaw community is considered an asset
- Ability to speak the Mi'kmaq language is considered an asset
- First Aid & CPR, WHMIS and OH&S Certification is considered an asset
- Must be bondable
- Criminal record and vulnerable sector check upon hiring, Child Abuse Registry Check every two years

ABILITIES, SKILLS AND COMPETENCIES

- Ability to manage several cases simultaneously with a high level of care
- Ability to listen with compassion, empathy, and without judgement
- Ability to prioritize and plan work activities, using time efficiently and demonstrating accuracy
- Ability to develop prevention and intervention programs and support systems
- Critical thinking and problem-solving skills, with the ability to come up with creative solutions
- Flexible, loyal, efficient, reliable, and committed to equality, diversity and inclusion
- Excellent interpersonal skills, including both verbal and written
- Demonstrated computer skills, e.g., Word, Excel, etc.

Deadline to Apply: November 8, 2023

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, this position is designated for a WFN band member.

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote caseworker# on your cover letter and indicate your salary expectations for this position.

WFN reserves the right to refuse any and all applications for employment and does not assume candidate expenses related to this recruitment process.

Only candidates selected for an interview will be contacted.