



JOB DESCRIPTION: *Rural Caseworker*

FUNCTION

This is a part time temporary salaried position based on 22.5 hours per week for the duration of 15 months reporting to the Executive Director.

RESPONSIBILITIES

Under the supervision of the Executive Director, the Rural Caseworker is responsible for the effective service delivery of a variety of Mentoring programs in a number of rural communities which includes the following duties:

GENERAL DUTIES

1. Attend staff meetings as required.
2. Provide support to the Executive Director as required.
3. Other duties as requested by the Executive Director including participation in agency fundraising and public relations initiatives.
4. Maintain a strong effective working relationship with the BBBS team.
5. Participate in staff development seminars and training a minimum of once every two years.
6. Work evenings and weekends as required.
7. General office upkeep and duties as needed.
8. Present Mentoring information to groups such as service clubs, churches, schools, the university and college throughout the year for the purpose of recruiting new mentors.

JOB DUTIES

1. Maintain accurate, updated Dynamics CRM documentation according to BBBS National Service and Delivery Standards and agency policies and practices.
2. Recruit for mentors and mentees in a variety of communities.
3. Create new relationships with community partners and community members.
4. Complete and submit monthly statistics and reports, as applicable to this position, to the Intake Caseworker.
 - o Track all matches made and closed in different mentoring programs.
 - o Track all children on the waitlist with annual update to circumstances.
5. Responsible for the matching and monitoring of relationships in mentoring programs. Timely and thorough follow-up and monitoring of matches as set out in the BBBS National Service Delivery Standards and Agency policy and procedures.
6. Match children and adults based on their needs, skill levels, complimentary personalities, and shared interests.
7. Facilitate Pre-Match training for families and assist Intake Caseworker when needed in delivering Pre-Match Training to volunteers.

8. Co-Coordinate the Kids & Kops program with all Caseworker Staff.
9. Plan agency activities and manage community sponsored events.
10. Ensure the Intake Caseworker has a working knowledge of the mentoring files and is able to maintain files in the other Caseworkers absence.
11. Assist Intake Caseworker when needed in the screening of volunteers and families according to BBBSC National Service and Delivery Standards and agency policies and practices.
12. Provide information, coupons, and tickets to volunteers and families for community events.

Qualifications

1. Minimum 2 year post-secondary diploma or degree in Social Work or related field i.e. human services, health, or education.
2. Experience and strong knowledge of databases and all Microsoft programs including Word, PowerPoint, Outlook and Excel.
3. Reliable transportation, valid driver's license, and clean driver's abstract. There will be significant travel in this position. All travel expenses will be reimbursed.
4. Previous experience in interacting/working with children and families.
5. Previous experience working in rural communities and settings would be an asset.

Please submit resume and cover letter to;
Jen Visser, Executive Director
Big Brothers Big Sisters of Lethbridge and District
jen.visser@bigbrothersbigsisters.ca

All candidates are thanked in advance for their interest. Only individuals selected for interviews will be contacted.

Closing Date: Friday, December 4, 2020