



Caseworker/Administrator Job Description

EMPLOYMENT Employer employs, engages, and hires employee as a **Caseworker Administrator**

Responsibilities: the following is not an exhaustive list of the basic requirements for this position

a) Participant Support

Help our organization serve potential clients as well as manage those that are actively participating in our supportive recovery program.

Ensure program participants follow all RAFSJ policies and procedures

Schedule weekly goal setting and follow up meetings.

Support participants in ways helpful for their recovery.

Administer drug/alcohol tests as necessary.

Monitor participants' meetings, classes and job readiness training as scheduled.

Issue flag letters and administer disciplinary steps as necessary.

Schedule and oversee participant's family and other visits at the facility.

Assist our staff in creating an exit plan for participants.

Develop a structured follow up for graduates.

Contact graduates and former participants and offer ongoing support.

Conduct morning meetings with women at their residences such as well-being checks, chore lists, checking cameras etc.

Making sure rooms are ready for new residents to move in etc.

Keeping residences equipped with necessary hospitality items such as bedding, toiletries, janitorial supplies etc.

Assign lockable storage to clients for personal possession safekeeping i.e. medications and valuables.

Issue medications to participants as required.

b) Office Administration

Be proficient at using Microsoft Office applications.

Conduct receptionist and fulfill office administrative duties during regular work hours.

Book admission intake dates with approved applicants and organize potential applications.

Organize office files and update participant database.

c) Meal Management

Plan, prep and prepare 3 meals a day in compliance with BC's Assisted Living Regulations

Abide by Hazard Assessment Critical Control Plan and Canada Food Guide regulations.

Organize, sort and store all food donations.

d) Other

Comply with all Rising Above Ministries FSJ Policies & Procedures

Assist the Executive Director in daily operations as needed.

Occasional duty of transportation of participants.

Involve & direct volunteers.

Maybe required to teach life skill classes each week. Curriculum and resources provided.
Attending staff and organizational planning meetings.

e) Training

The employee agrees to all employment related training, which will include attending training sessions outside Fort St John i.e. Grand Prairie, Alberta. (See Compensation of Employee)

The Employer will pay for all training related expenses as agreed.

Additional Comments

Other areas of potential responsibility to be discussed and included in the above job description depending on the applicant's giftings, skillset and the needs of our organization.

REPORTS TO Executive Director

TERM OF EMPLOYMENT The term of this Agreement shall be effective from starting date providing neither party submits a notice of termination. The intention is to employ the employee on a fulltime basis *upon their successful completion of the initial 3 month temporary hiring term*. In such case the employment starting date will remain starting date.

WORKING HOURS

- a) Starting **Monday - Friday 8:30AM to 4:30PM** (1/2 hour unpaid lunch as scheduled)
- b) Stand By Time - as required, usually **4:00PM to 10:00PM** (weekly rotational basis Mon - Sun)

COMPENSATION OF EMPLOYEE

Offering \$ 25.00 per hour, payable bi-weekly.

TRAVELLING Employer shall reimburse employee for all necessary expenses incurred by employee as approved by the employer while traveling.

No Overtime will be paid for employee training days.

BENEFIT PACKAGE – Permanent Employees Only

Blue Cross Health Care after 1-year employment.

DRESS CODE Dress for work, not recreation. Casual, yet modest. (no joga/gym/pajama/spandex pants, tank tops, bare feet, open shoulders or low neckline clothing)

