



## **POSITION TITLE: Casework Assistant (Resources)**

**TERM: Full Time, Permanent**

**SUPERVISOR: Resource Team Leader**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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## **Job Summary**

Under general supervision, the Casework Assistant provides case management assistance to the team of Resource workers for a variety of day-to-day administrative procedures. Working closely with Resource Team Leader, Program Manager, and Finance to maintain accurate resource tracking and statistics. The Casework Assistant can work independently and as a team member in a multi-disciplinary environment to develop positive working relationships. This role supports the organization's mandate to provide innovative and culturally appropriate services while working collaboratively with Secwepemc communities to uphold Secwepemc Laws and vision.

## **Qualifications**

### **Education and Experience:**

- Post secondary education such as a diploma or certificate in a related field
- One to two years' experience in office administration
- Knowledge of specific program area and related Provincial and Federal legislation, regulations, standards and practices
- Experience and knowledge of local Indigenous communities



### Skills and Abilities:

- Ability to work independently to establish effective interpersonal relationships and to use integrated case management
- Proficiency in the use of computer programs for accounting, word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Ability to self-regulate, meet deadlines, have attention to detail with strong accuracy
- Recognizes and respects all cultural diversity and understands Aboriginal culture
- Good oral and written interpersonal and communication skills

### Working Conditions:

- Travel and to work some non-standard hours may be required
- Receives minimal supervision with occasional direction and very few checks of the work performed
- Potential for violence in the workplace
- May be required to work some nonstandard hours of work

### Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's License
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's License

### Directly Supervises:

- None

### Pay Grade:

- Starting wage \$32.31

## SUBMIT COVER LETTER and RESUME

Human Resources Department  
hr@secwepemcfamilies.org  
153 Kootenay Way, Kamloops, BC V2H 0E6

Posted until filled

**Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.**