

Position:	Summer Position – Case Aide	Hours:	35 hours/week
File No.:	FACSFLACSJ-2324-01	Compensation:	\$20.60/hr
Employment Type:	Full-time Contract (16 weeks)	Number of Positions:	1
Date Posted:	January 24 th 2024	Location:	817 Division Street, Kingston ON
		Closing Date:	February 4 th 2024

Tasks and Responsibilities:

- Supporting authorized family services workers with carrying out the mandated work of child protection services
- Shadowing workers on home visits and assisting with the tasks associated with the role of the family services worker.
- Supporting parenting time visits.
- Arranging family centered conferences.
- Assist in preparing vouchers and items for families and young people
- Assist with typing contact logs, uploading documents, working within a central database.
- Assist with administrative tasks such as writing letters and emails,
- Assist with responding to service users in person and on the telephone

Required Qualification:

- Possess or involvement in Child & Youth Worker diploma, Social Service Worker diploma, Behavioural Psychology degree programs, etc.
- Possess a valid full G Ontario driver's license with access to a reliable vehicle
- Ability to work in a team environment
- Excellent organization, planning and writing skills
- Excellent communication and critical thinking skills
- Ability to effectively respond to crisis situations to ensure child safety
- Proficiency in Windows environment using Microsoft Office Suite
- Flexible hours of work are required
- Criminal Reference Check and Vulnerable Sectors Check
- Knowledge of the Child, Family and Youth Services Act and Ministry standards and guidelines is an asset
- Proficiency in French would be considered an asset
- Due to subsidy requirements, applicants must be between the ages of 18 - 30

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: recruitment@facsfla.ca by **February 4th, 2024**.
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. We strongly encourage applications from all qualified individuals from equity seeking groups including but not limited to African Canadian, Indigenous, people with disabilities, LGBTQ2S+ communities to apply.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca.

FACSFLA is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) [<https://www.facsfla.ca/about/accessibility>] and the Ontario Human Rights Code.

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.