



## Employment Opportunity

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**Position:** Caseworker (Ref# 6062070)

**Program:** Adults Reintegrating in Community (ARC)

**Position Type:** In-scope

**Employment Terms:** Full Time

**Duration:** Permanent

**Compensation:** Competitive Non-Profit Sector wages and compensation package  
(Hourly Pay Range: \$20.38 - \$22.03)

**Position Location:** Saskatoon

**Application Process:** Email resume and cover letter to [hiring@sk.johnhoward.ca](mailto:hiring@sk.johnhoward.ca)

**Apply By:** 11:59 pm (CST), September 17, 2023

**Vacancies:** 1

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**JOB SUMMARY:** Under the supervision of the Manager, or designate, the Caseworker will assist in case management, connecting with participants in the community and provide outreach services.

**DUTIES:** Caseworker duties include the following responsibilities:

- Ensure program participants understand and follow program guidelines and expectations.
- Provide life skills development.
- Provide intensive case management – one on one case manager to participant relationship using a client centred approach.
- Provide institutional support.
- Connect participants to community supports.
- Provide stabilization and crisis support.
- Provide incidental problem solving and emotional support during crisis situations
- Provide accurate written documentation.
- Role model positive behaviour and encourage and assist participants to practice self-help and non-violent problem-solving skills.
- Perform all other duties as assigned/needed.
- Maintain confidentiality.

**KNOWLEDGE, SKILLS & ASSETS:**

- Working knowledge of the Mission, Vision and Values of the John Howard Society of Saskatchewan.
- Working knowledge of the characteristics of disadvantaged persons.
- Working knowledge of Restorative Justice and Harm Reduction practices.

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## **Employment Opportunity**

- Understanding and commitment to the Truth and Reconciliation Commission Calls to Action.
- Excellent communication, organizational, interpersonal, and time management skills.
- Exceptional writing and case management skills.
- Strong verbal skills and the ability to communicate professionally.
- Resourceful, flexible, and well organized.
- Professional, responsive, and a positive work attitude.
- Ability to make sound, timely, and accurate judgment while navigating crisis.
- Ability to work independently.
- Must maintain a positive relationship with clients, other staff, businesses, and government agencies.
- Demonstrate empathy for those impacted by the Criminal Justice System.

### **QUALIFICATIONS:** A combination of the following:

- University Bachelor's degree in a relevant field and/or minimum 1 year of practical experience working with individuals impacted by socio-economic issues including homelessness, trauma, addiction, mental health, poverty, and the child welfare system
- Computer skills with emphasis on Microsoft 365 (SharePoint, Outlook, Word, Excel, etc.).
- First Aid, ASIST, Non-violent Crisis Intervention would be considered an asset.
- Valid Driver's License.

**ADDITIONAL INFORMATION:** The above statements reflect general details considered necessary to describe the principal functions of the job and shall not be construed as the detailed description of all work assignments that may be inherent to the position.

**Requires flexibility and should be able to work varying shifts.**

March 21, 2023