

JOB POSTING

Job position:	Case Manager
Reporting to:	Settlement & Resettlement Manager
Location:	Brandon
Type of employment:	Full-time, permanent
Hours:	37 hours per week, within the hours of 9am to 5pm, Monday-Friday, evening and/or weekends may be required
Pay range:	\$23-25 per hour, depending on qualification and experience

SUBJECT TO FUNDING

Primary Function

The Case Manager will assist clients with multiple barriers in their settlement journey, using a case management approach. Having extensive knowledge of community resources, they will conduct comprehensive, client-centered needs assessments and connect clients with both internal services and appropriate external agencies as required.

Essential Functions + Responsibilities

- Perform thorough needs assessment, prepare settlement plan, and refer to internal staff and/or external agencies to address determined needs
- Assess complexity of cases and assign them to facilitators accordingly
- Cultivate and maintain strong relationship with community partners to ensure smooth referral process
- Maintain a caseload of high need, multi-barriered clients
- Facilitate crisis counselling sessions for clients (individual and group)
- Debrief with Westman Immigrant Services staff following crisis situations and coordinate appropriate follow up support
- Develop partnerships with service providers, participate in committees in the community to strengthen the relationship between partners and Westman Immigrant Services
- Respect professional boundaries and maintain client confidentiality
- Participate in professional development activities to remain current in the field
- Participate in regular performance review and program evaluation process
- Maintain accurate client records and report on activities monthly and annually
- Other duties and responsibilities may be assigned

Knowledge, Skills and Abilities

- Eligible for and maintains licensure to practice as a Social Worker in the province of Manitoba OR other Social Service-Related degrees
- Experience in working with newcomers (immigrants and refugees)
- Able to work in a culturally diverse environment
- Organizational and time management skills
- Additional languages are an asset
- Excellent oral and written communication skills

Physical Demands

- Light lifting on occasion

Basic Qualifications

- Post-secondary education and /or related experience as a Social Worker

If you are interested in this position, please send a reply with a cover letter and resume by email, to: hr@westmanimmigrantservices.ca

Deadline to apply March 16, 2022