



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewa of the Thames First Nation is accepting applications for the position of:

## **CASEWORKS COORDINATOR**

**POSTING DATE:** November 6, 2024

**CLOSING DATE:** November 27<sup>th</sup>, 2024

**REPORTS TO:** Child, Youth & Family Well-Being Services Director

**DEPARTMENT:** Child, Youth & Family Well-Being Services

### **SUMMARY:**

The Caseworks Coordinator on behalf of the Chippewas of the Thames First Nation (COTTFN) will be responsible for overseeing collection and entering of information into CaseWORKS case management system for social services and health. The Caseworks Coordinator will ensure the best practices are incorporated for maintaining and protecting accurate records within the CaseWORKS system. The Caseworks Coordinator will collaborate with the Child, Youth & Family Well-Being Services Director for ongoing data management updates and development of business intelligent reporting requirements. The Caseworks Coordinator will oversee processes of transferring information into the CaseWORKS database.

### **Duties and Responsibilities:**

- To maintain, through appropriate communication and coordination, a collective working relationship with Chippewas of the Thames First Nation programs and services that support the needs of our children, youth, adults and elders living both on and off reserve;
- Liaise with Coyote Software Corporation (VitalHub Company) for system updates, legislative or Chippewas of the Thames First Nation requirements, advancement of system functionality, and incorporation of latest industry trends
- Develop and implement processes and procedures for the transition of relevant case management information into the CaseWORKS database
- Development of policies and procedures of users of the CaseWORKS database for data collection practices and case management requirements
- Develop and liaise with Coyote Software Corporation tools and practices to ensure maintenance of accurate information within the CaseWORKS database
- Collaborate with the Child, Youth & Family Well-Being Services, Director for direction and support in managing information on behalf of Chippewas of the Thames First Nation
- Develop business intelligent reports meeting the needs and expectations of Chippewas of the Thames First Nation



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- Participate in community events that support the health and well-being of our children, youth, Elders and families;
- Work as part of a team in the delivery of prevention programming that supports COTTFN youth strategy.
- Is knowledgeable and has an understanding of local resources and community services, including Mental Health Teams, Social Services, Health, CMHA, Schools and voluntary services, and communicates effectively with them in the best interests of the child and family;
- Develop and follow approved annual workplan.
- Keep all information strictly confidential.
- Any other duties as required.

## **Special Skills**

- Data quality process development experience
- Data quality process development experience
- Proficient computer skills with MS Office Software, networking, and other software
- Excellent analytical and research skills
- Excellent interpersonal and customer service skills
- Excellent conflict resolution and problem-solving skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer technical skills
- Ability to attend to detail
- Ability to communicate in user-friendly language
- Ability to develop and configure complex information technology systems
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to manage change
- Ability to work with confidential and sensitive information

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may perform related duties as assigned by immediate supervisor or designate. Reasonable accommodations may be made to enable individuals with disabilities to perform job duties.

## **Qualifications:**



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1. Diploma or degree in Computer Science, Database Management, or related disciplines.
2. Equivalent combination of education and experience may be considered.
3. Minimum of Three (3) years' experience in data quality, with a strong ability to analyze data;
4. Experience utilizing CaseWORKS database preferred;
5. Direct experience working in Child Welfare an asset;
6. Must possess a valid "G" driver's license and insured vehicle;
7. Must possess a clear CPIC and Vulnerable Sector Check;
8. Hiring of Indigenous person will be given preference.

Hiring of Indigenous people will be given preference, please identify.

**Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:**

**[humanresources@cottfn.com](mailto:humanresources@cottfn.com)**

**or**

**320 Chippewa Road, Muncey, ON N0L 1Y0**

**Please clearly mark "Case Worker"**

NOTE: We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.