



Mi'kmaw
Family & Children's Services
of Nova Scotia

Employment Opportunity

Title: Social Work Assistant
Status of employment: Permanent
Reports to: Supervisor
Office Location: Eskasoni, NS
Dartmouth, NS

Overall Purpose:

Social Work Assistants provide case management assistance to social workers. Social Work Assistants gather information; locate resources for clients such as parenting courses or independent housing, and complete required documentation.

Social Work Assistants provide administrative and supportive services in the daily provision and coordination of activities necessary for effective client service delivery. Responsibilities of this position include direct client/public contact, and analytical and administrative functions. The Social Work Assistant prepares files, and contacts service providers as necessary for the purpose of requesting documentation.

Key Responsibilities:

- Provides administrative support for the social work staff of the department
- Work frequently within computer management system updating case management notes
- Transcription of interviews
- Accompanies social worker on home visits
- Collects and compiles information as requested
- Schedules appointments and meetings, and advises participants of the confirmed date/time/location
- Assesses daily office priorities and follows up on completion
- Meets regularly with the Supervisor to discuss issues and concerns and participates in the performance review process
- Perform other related duties as requested

Qualifications:

- Human Services diploma from an accredited institution
- Two years' minimum relevant work experience is considered an asset
- Ability to speak Mi'kmaw is considered an asset
- Knowledge of the ICM system
- Knowledge of the Children and Family Services Act of NS
- Skilled in the use of modern office practices, time management, and technology, specifically Microsoft Office and Outlook
- The ability to work independently with minimal supervision in a busy, highly confidential environment
- Excellent organizational, time-management, multi-tasking, skills are essential
- Ability to work under pressure and meet numerous deadlines
- Proven ability to work effectively with coworkers
- Valid driver's license and automobile insurance

Classification: PR 2(1) – PR 2(6)
Salary: \$40, 211.34 - \$48,881.56

A resume with a cover letter should be submitted directly to:

Holly MacDonald, Human Resource Manager
Email: holly.macdonald@novascotia.ca
Fax: 902-379-238

Application Deadline: Thursday, April 28, 2022

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.
