Nishnawbe-Aski Legal Services Corporation

AFTERCARE WORKER

Job Description

Title: Aftercare Worker

Dept.: My Journey Back Home

Reports to: TTP Manager

JD #: 006

Approved:

REVIEWED: June 28, 2021

Summary

'My Journey Back Home' project is funded by the Ministry of MCCSS. The purpose of the project is to utilize a traditional/alternative justice approach to assist youth facing crisis, violence, human-trafficking, homelessness, drug addiction, mental health, lack of education, legal issues, lack of life skills, basic needs and who have lost their path in their life cycle journey. The process used is the Circle in order to empower youth to arrive at acceptable resolutions. Circles are arranged and conducted by a Facilitator.

Core Competencies:

- Ability to speak the language and knowledge of culture an asset
- Experience and knowledge of the legal system is an asset. Ability to engage people to build trust and rapport; effective verbal and listening communication skills specifically in conflict resolution and nonviolent crisis intervention; excellent interviewing and counselling skills
- Excellent case and file management skills, administrative and coordination skills, stress management and time management skills, ability to meet deadlines
- Proficient working knowledge of MS Office Software, internet, and general office equipment
- Offer crisis intervention and de-escalation for people who have multiple and complex needs, including homelessness, lack of access to services/supports, ill-health, mental illness, substance misuse, trauma and violence, discrimination, cognitive impairment, etc.
- knowledge of the resources in the community for individuals, youth and families who are homeless, at risk of homelessness, living in poverty, or living with mental health or addiction issues · ability to integrate harm reduction approaches as appropriate in interactions with the client

Job Duties

The duties, responsibilities and obligations of the Aftercare Worker are the following:

- To contribute to the evaluation process under the direction of the Talking Together Manager;
- To liaise with the community initially to determine needs and wishes and educate them about the process and on an ongoing basis to keep them informed about the project;
- To provide follow up to ensure that the agreements are adhered to
- To liaise with Elders, frontline workers and Chief and Council as needed to garner support for the project and individual Talking Together Circles;
- Focus on early intervention/diversion
- Meet with clients and assist them in setting realistic personal goals
- Maintain regular follow-up with each client to achieve their goals
- Make appropriate referrals to other services, both in-house and to partner agencies in the community, as necessary
- Complete concise and accurate case notes and files on each client
- Meet with Program Manager for regular supervision and engage in formal evaluation meetings
- Report on the progress of clients as required;
- To prepare and submit weekly, monthly and quarterly reports in a timely manner;
- To pursue an integration of services with other NALSC programs and staff;
- To consult with NALSC staff lawyers or the Talking Together Manager as needed for issues requiring legal advice or direction
- Proactive community outreach including building partnerships with fellow service providers.
- Advocates on behalf of clients to address barriers to service;
- Maintains database and client management files to track client referral and follow-up information.
- Gather information from assessments and client meetings to identify barriers to housing; develop and implement a client care plan outlining goals and steps taken to achieve them
- Help clients to identify goals, continually monitor and evaluate these goals,
- Independently provide ongoing case management with clients; conducting check-ins with clients as seen appropriate
- Collaborate with community service agencies to establish support plans for the client
- Conduct referrals and coordinate with relevant community supports engaged in the client's care plan; assisting the client to identify and obtain resources and supports
- Advocate on behalf of the client and provide residents with tools that may allow them to do so on their own, assist clients to navigate health, social, and legal fields

Requirements

- This position requires at a minimum a secondary school diploma with related work experience.
- It is preferred that the Aftercare Worker hold a post-secondary degree or diploma in social work, child and family worker program, mental health or related fields

Reporting

- The 'My Journey Back Home' Aftercare Worker is responsible to the Talking Together Manager for day-to-day activities and to the Executive Director for overall work performance. Candidate must adhere to confidentiality as outlined in the Corporation policy and protocols.

Meetings, Training and Outreach

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

File maintenance

- Ensure all paper and electronic files are maintained up-to-date.
- Ensure all client information is kept confidential and that client files are up to date and complete
- Follow directives, guidelines, and policies for records management and file keeping policies.

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.

SALARY RANGE

Pursuant to current wage grid.