



EMPLOYMENT OPPORTUNITY

Case Aide (Full Time)

KSCS is seeking an experienced & responsible individual to provide case aide services to clients of Support Services, on a flexible work schedule.

Under the supervision of the Team Leader of Tsi Ionteksa'tanonhha Foster Care/Extended Family Program, the Case Aide assists the Case Workers and Psychologists in Youth Protection and S5 case work as deemed necessary, relevant and appropriate to the service plan as defined by the Case Worker, the Team Leader and/or Clinical Supervisor.

Provides support to clients in the areas of transportation, supervised visitation, and emergency childcare. Interfaces with various internal and external resources on behalf of client. Documents and submits observation reports to the appropriate Case Managers

Required Education & Experience:

- Certificate/DEC in human services field with with one (1) to three (3) years related work experience.
- High School Diploma or Equivalency with three (3) to five (5) years in human services field.
- A valid driver's license and access to a vehicle.

Status: Indefinite full-time position, with a 6-month probationary period.

Salary: Starting at \$25.95/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, October 30th, 2026, at 4:00 p.m.

GENERAL INFORMATION	
Code:	FLS2
Job Title:	Case Aide (Full Time)
Department:	Family Services, Prevention and Support Services
Date of Job Description:	June 2011
Date of Revision:	June 18, 2019
Job Reports To:	Team Leader of Tsi Ionteksa'tanonhnha Foster Care/Extended Family Program

JOB DESCRIPTION SUMMARY
Under the supervision of the Team Leader of Tsi Ionteksa'tanonhnha Foster Care/Extended Family Program, the Case Aide assists the Case Workers and Psychologists in Youth Protection and S5 case work as deemed necessary, relevant and appropriate to the service plan as defined by the Case Worker, the Team Leader and/or Clinical Supervisor. Under close supervision, independently applies learned skills, knowledge and practical experience to established procedures to carry out routine tasks associated with the job family. Provides support to clients in the areas of transportation, supervised visitation, and emergency childcare. Interfaces with various internal and external resources on behalf of client. Documents and submits observation reports to the appropriate Case Manager. Decisions are straightforward in nature, within clearly defined procedures, and are regularly reviewed.

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
Provides case aide services to clients of support services.	➤ Carries out visits, transports, and other related activities as specified by the Team Leader of Tsi Ionteksa'tanonhnha Program. ➤ Provides support to Case Workers by organizing activities in regard to cases and/or programs. ➤ Supports clients through active listening as deemed necessary and appropriate (no counselling). ➤ Carries out supervised visits as directed by the Director of Youth Protection (DYP) and/or Case Worker/Team Leader of Tsi Ionteksa'tanonhnha Program /Clinical Supervisor. ➤ Supervises visits between parents and/or guardians and children as per recommendations of the DYP and specific S5 cases. ➤ Transports clients as deemed necessary to fulfil requirements and recommendations from the DYP and Case Workers when relevant. ➤ Provides emergency childcare within KSCS when parents/family is directly involved in an intervention under YP or emergency S5 cases as a last resort ➤ Networks with various resources on behalf of a client/case. ➤ Participates in case conferences, placement and review meetings as deemed appropriate. ➤ Reviews case load and impact of work on case aide, discusses solutions and ideas. ➤ Participates in workshops and trainings etc.

	➤ Performs assigned duties within the Tsi Lonteksa'tanonhnha program as required.
Provides administrative support.	➤ Enters case contacts, observation reports into Case Management Recording System. ➤ Provides updates on cases; discusses insights, observations and impacts on clients with Case Worker/Clinical Supervisor. ➤ Submits reports for court and/or attends court, should the need arise and it is appropriate and relevant to a case. ➤ Performs multi clerical functions: filing, shredding, report writing, written assignments, presentations, research for client/or program, and telephone calls. ➤ Keeps accurate records of case recordings, time sheets, caseload summaries, expenses and schedules. ➤ Submits statistical monthly reports to the Team Leader of Tsi Lonteksa'tanonhnha Program. ➤ Participates in bi-weekly Case Aide Team meetings. ➤ Participates in regular supervision with the Team Leader of Tsi Lonteksa'tanonhnha Program. ➤ Submits time sheets (weekly) and expense (monthly) sheets to the Team Leader of Tsi Lonteksa'tanonhnha Program.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	➤ Commonly requires a level of collaboration and cooperation to get work or project complete.
Advising:	➤ Commonly provides information that must be understood and explained.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Changing schedule & hours.
Stress Factor:	➤ Normal.
Deadlines:	➤ Normal deadlines (planned).

ACCOUNTABILITY	
➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To provide trusting, professional and effective support services to clients of KSCS. ➤ To meet with clients or answers phone calls with empathy and tact and ensures follow through. ➤ To provide efficient, accurate and timely administrative support. ➤ To provide tactful and efficient supervision between parents/guardians and children during supervised visits. ➤ To maintain confidentiality practices.	

QUALIFICATIONS	
Education and Experience	➤ Certificate/DEC in human services field. ➤ High School Diploma or Equivalency with three (3) years in human services, related field.
Skills and Requirements	➤ Ability to deal with constant schedule changes which include evenings and weekends. ➤ A valid driver's license and access to a vehicle are a requirement. ➤ Ability to travel locally and outside the community. ➤ Ownership of a cellular phone is a requirement. ➤ Knowledge of native culture and values. ➤ Knowledge of social systems and family dynamics. ➤ Knowledge of Kahnawà:ke and surrounding areas. ➤ Knowledge of computer programs (Word, Outlook, Excel). ➤ Ability to deal with moderate stress. ➤ Lifestyle must reflect that of a positive role model.
Assets	➤ Experience and/or training in the Social Services field or related field. ➤ Knowledge of Kanien'keha.