



DRUG TREATMENT COURT CASEWORKER

SUPERVISION:

Under the direction of the Executive / Director of Operations, and under the daily supervision of the Manager of Drug Treatment Court Services, the Drug Treatment Court (DTC) Caseworker is responsible for the effective and efficient case management, coordination of services, and administration of the Drug Treatment Court Program in accordance with all relevant policies and procedures.

JOB SUMMARY:

The DTC Caseworker is responsible for providing case management for clients attending the Drug Treatment Court, and for providing direct services and referrals to ensure clients receive services in a timely fashion. The DTC Caseworker will work within a multi-disciplinary team to create and implement individualized case management plans, support interventions across the continuum of care for each program participant, assist individuals with meeting aftercare goals for sober living and recovery, and work in partnership with judicial and health care partners.

QUALIFICATIONS / SKILLS:

1. Preferred Community College diploma, University degree or equivalent in Addictions or Social Services and/or minimum of 3 years work in wellness or justice services environment.
2. Knowledge of the judicial system, mental health and addictions partners, and other related federal and provincial statutes, and related court decisions regarding Indigenous persons. Experience in treatment and aftercare is an asset.
3. Knowledge of Indigenous culture and experience working with Indigenous persons, particularly with intergenerational trauma; knowledge of Indigenous language(s) will be considered an asset.
4. Self-motivated individual able to work with minimal supervision in a team-oriented setting.
5. Experience working with high-risk clientele with substance use issues in a helping capacity; effective crisis intervention skills.
6. Experience planning and leading educational, one-on-one and/ or support groups. Ability to plan, coordinate and deliver educational and prevention workshops.
7. Facilitation, team building and decision making skills; ability to problem solve and take initiative.
8. Excellent case and file management skills, stress management and time management skills; ability to handle multiple tasks, prioritize work details and meet multiple deadlines.
9. Ability to build trust and rapport; excellent verbal, listening, and written communication skills.
10. Must be able to maintain confidentiality.
11. Proficiency in Microsoft Office including database applications.
12. Excellent case and file management skills, stress management and time management skills, ability to meet deadlines.
13. Ability to work flexible hours, including evenings and/or weekends.
14. A clear Vulnerable Sector Clearance is a condition of employment.
15. Must have a valid Ontario Driver's License and reliable transportation.

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- Liaise with client families and significant others as appropriate; provide ongoing support to clients.
- Work in collaboration with TBIFC programs and partnering clinician staff to provide wrap-around services and promote a coordinated client service approach to ensure needs are addressed.

2. **Program Delivery:**

- Work in collaboration with justice services and supports, including TBIFC restorative justice programs, to address needs of clients and support restorative justice activities.
- Schedule interviews, including exit interviews/appointments/case conferences, as required.
- Maintain regular contact with clients to ensure Healing plan is being met.
- Prepare correspondence and/or provide updates to the court at each court appearance on behalf of the client.
- Attends the Indigenous Peoples Court in order to provide updates on behalf of clients to the courts.
- Attend and participate in the IPC Committee meetings.
- Actively recruit Elders on an ongoing basis.
- Facilitate Orientation and training for Elders twice a year.
- Work in partnership with members of the Judiciary.
- Prepare for and ensures responsibility for traditional items and medicines made available in the Indigenous Peoples Court.
- Identify gaps and needs to deliver educational workshops and presentations.
- Participate in meetings with organizations related to program delivery.
- Work within a specific budget and delivers programming accordingly.
- Work with all justice personnel to ensure that Indigenous people who come into contact with the law receive equitable and reasonable treatment during the court process.
- Ensure that the courts are aware of the provision and its appropriateness when dealing with an Indigenous offender within the Canadian Criminal Code and to reference the principles of Gladue (Section 718.2 (e)).
- Participate in meetings with organizations related to program delivery.
- Supervise and participate in activities provided to volunteers and student placements.

3. **Program Administration:**

- Submit written reports to the Executive Director / Director of Operations / Justice Services Program Manager outlining programming activities, committee work, participation in Friendship Centre activities, and any other reports as required.
- Compile and submit statistical data using designation database systems.
- Accurately record statistical information as required and as it changes.
- Maintain comprehensive and up-to-date client files and systems that are essential components of good program management, which demonstrate the program is being delivered according to proposed work mandate and work plan.
- Respond to correspondence and information requests as required.
- Attend TBIFC Annual General Meeting.

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- Complete internal day-to-day administrative tasks i.e. time sheets, cheque requisitions, mileage logs, expense reports, etc.
- Participate in case audits, compliance audits, program evaluations and any other specially designed processes that may be undertaken to assess the effectiveness of the Indigenous Peoples' Court Caseworker Program.

4. **Community Development & Outreach:**

- Work with Friendship Centre staff in support of the development of culture-based work plans that best support program and service design and provision for urban Indigenous participants.
- Attend, participate, and/or facilitate relevant meetings, conferences or workshops as a representative of TBIFC. Network with judiciary stakeholders and committees.
- Promote the program and services of the Indigenous Peoples' Court and/or other TBIFC programs.
- Respond to general enquiries regarding the Indigenous Peoples' Court's purpose, processes and procedures and/or any other information being requested.
- Research appropriate agencies for relevant referrals, resources and available community programs.
- Establish and maintain relationships and partnerships with Elders, community services, groups, agencies, funding, etc.
- Network and liaise with other TBIFC programs, community agencies, funding sources, etc.
- Organize and/or participate in public education about the law and justice system and/or crime prevention workshops for the community.
- Support and participate in the development of Indigenous community justice initiatives.
- Develop promotional material that advertises and creates awareness for the community regarding Indigenous Peoples Court and justice issues.

5. **Training & Professional Development:**

- Participate in relevant conferences, training workshops and related courses and meetings for professional development as required or directed.
- Attend workshops, staff meetings, etc. as directed.
- Keep apprised of relevant legislation / policy changes in relation to judicial and social services fields.
- Identify professional development / training needs and brings to the attention of the Justice Services Program Manager and Director of Operations for approval.
- Remain current and implement wise practices in social justice service provision from a culturally informed perspective.

6. **Health & Safety:**

- Observe health, fire and safety regulations; uphold health and safety standards.
- Ensure that the Health and Safety policies incorporated into daily working practices are adhered to.
- Maintain Standard First Aid Level C with AED certification.

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7. General Duties:

- Perform other duties relevant to the program as assigned by the Executive Director / Director of Operations.
- Observe and uphold the policies, procedures, and practices of the Thunder Bay Indigenous Friendship Centre.
- Maintain and secure facilities and equipment and ensure client files are secured in a locked filing cabinet on a daily basis.
- Actively recruit, train and provide supervision to student placements, volunteers, etc.
- Notify the Executive Director / Director of Operations and Justice Services Program Manager immediately of any difficulties including crises or any other issues that may affect the ongoing delivery of the project.
- Actively promote and participate in community and TBIFC annual activities in keeping with the mandate and philosophy of the Friendship Centre.
- Work with other members of the team to ensure a wholistic program of care is maintained addressing the physical, psychological, and social needs of the service users.
- Ensure premises and program resources are safe and secure.
- Work within an Indigenous culturally competent framework.

RELATIONSHIPS:

Executive Director / Director of Operations: The Indigenous Peoples Court Caseworker will keep the Executive Director / Director of Operations apprised of all important matters related to the Indigenous Peoples Court Program by providing regular written reports for review and oral reports on an ad hoc basis.

TBIFC Program Staff: The Indigenous Peoples Court Caseworker will work with other TBIFC Program staff by maintaining communication lines to allow opportunity to share information relevant to the program, to maintain appropriate referrals to programs and services, and to participate in joint programming. The Indigenous Peoples Court Caseworker will work closely with the Justice Services Program Manager and with the Friendship Centre Justice program staff.

ACCOUNTABILITY:

The IPC Caseworker is accountable to the Executive Director / Director of Operations for the efficient performance of his / her function.

PROBATIONARY PERIOD:

Upon commencement of employment, the IPC Caseworker will be placed on a (9) nine month probationary period. An extended period of probation may be instituted at the discretion of the Executive Director. An Employee Performance Appraisal will be completed at the end of the probationary period and will occur once annually thereafter.

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TERMS AND CONDITIONS OF EMPLOYMENT:

1. Hours may vary but shall not exceed 35 hours per week unless prior approval has been authorized to exceed terms and conditions.
2. Adheres to policies and procedures according to the Thunder Bay Indigenous Friendship Centre's *Personnel Policy Manual* - March 24, 2010.
3. Abides by the Code of Ethics as adopted by the Thunder Bay Indigenous Friendship Centre.
4. Adheres and applies the following:
 - a) A Policy Dealing with Allegations of Abuse against Individuals.
 - b) A Protocol for the Reporting of Child Abuse and Neglect between Dilico Anishnabek Family Care and the Indian Youth Friendship Society.
5. Signs and adheres to an Oath of Confidentiality
6. Maintain a clear criminal reference check (CPIC) and Vulnerable Sector Clearance

CAUSES FOR DISMISSAL:

Please refer to the Thunder Bay Indigenous Friendship Centre's Personnel Policy Manual.

WORKING CONDITIONS:

Physical Demands: The Indigenous Peoples' Court Caseworker will spend long hours sitting, standing, and using office equipment and computers which can cause muscle strain. The IPC Caseworker may be lifting equipment and materials up to 30 lbs. using appropriate lifting techniques; bend, push, pull, grip, reach, kneel, crouch using good body mechanics, including walking, sitting, standing and climbing stairs. The Indigenous Peoples' Court Caseworker may also have to manage physically threatening clients and be prepared to be responsible for their own safety and the safety of others.

Environmental Conditions: The Indigenous Peoples' Court Caseworker is faced with constant interruptions and must meet with others on a regular basis. The IPC Caseworker will be working in a busy and occasionally noisy environment. The IPC Caseworker may come in contact with community members who are ill and/or contagious and must take precautions to ensure the health and safety of all individuals including self. The IPC Caseworker will be required to move throughout the community.

Sensory Demands: Traditional Medicines and healing practices are utilized in ceremonies and circles; these may affect senses and respiratory system. The IPC Caseworker must be very adept at listening to others and spending long hours on the computer preparing detailed reports which requires attention to detail and high levels of accuracy. The IPC Caseworker may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves or their homes. The worker may experience a number of unpleasant sensory demands associated with the lack of personal care.

Mental Demands: There are regular deadlines associated with this position which may cause stress. The IPC Caseworker must deal with a wide variety of people and will have to manage a number of requests and situations at one time.

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There may be a number of activities and situations happening at once and the IPC Caseworker must be prepared to prioritize and multitask. The workload may be unpredictable and difficult to manage at times. The IPC Caseworker must deal with a wide variety of people with challenging personal issues. Caring for people in crisis can be stressful; the worker must monitor their own time and stress levels to ensure that they are able to effectively assist clients.

The IPC Caseworker must ensure that clients are supervised at all times and that clients are involved in safe and appropriate activities. There may be a number of situations happening at once, and the must be prepared to handle accidents and emergencies at any time.

CERTIFICATION:

I certify that I have read and understand the responsibilities to this position.	Supervisor has reviewed with employee the job responsibilities as described in this document and has discussed expected standards of performance.
Employee Signature	Supervisor's Title
Printed Name Date	Supervisor's Signature Date

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

March 2022