

Employment Opportunity

Punjabi Community Health Services

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| <p>Job Title: Case Manager</p> | <p>Date Posted: April 25, 2024</p> | <p>Reports to: Program Supervisor</p> |
| <p>Job Posting#CM-CSJ-006/2024-2025</p> | <p>Date Closed: Open until filled</p> | <p>Position Type: 2 Full Time Contract (15 Weeks)</p> |

About Organization:

Punjabi Community Health Services (PCHS) is a pioneering, nonprofit, charitable organization serving the diverse populations of Brampton for 33 years. Our services incorporate addiction support, mental health assistance, geriatric care, health promotion, domestic violence intervention, parenting support, settlement services, and programs for women, children, and youth. PCHS is renowned for its innovative community development efforts and Integrated Holistic Service Delivery Model. We hold accreditation from the Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada, and we are sensitive to the 2SLGBTQ community.

About Program:

Canada Summer Jobs (CSJ) is a program under the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market.

About Position:

The Case Manager position will work with our health, settlement and social services programs, develop resources for the community (videos, brochures, program specific material), take part in outreach activities and engaging with community, assist with intake and screening of new clients, conduct client assessment or assist case managers with assessments, follow up with clients and/or their families over the phone/email, compile case notes, filing, documentation, meeting minutes, data entry on program specific databases, develop presentations for community and staff and attend internal and external meetings.

Qualifications and skills required:

- Relevant educational and/or academic experience in relation to the position
- Preferred 2 years of experience in the related field, or a combined equivalent of education and experience
- Demonstrate understanding of the concepts of working with vulnerable individuals
- Demonstrate knowledge about community based organizations
- Proven knowledge and skills with MS Office
- Knowledge of South Asian languages including Punjabi, Hindi and Urdu will be an asset
- Consistent commitment to professional development
- Strong interpersonal skills, be able to work independently and within a team
- Strong verbal and written communication skills including presentation skills and the ability to communicate information to a variety of stakeholders effectively
- Excellent computer skills with advanced proficiency in Microsoft Office

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- Familiarity with Cloud technology and SharePoint will be an asset

Requirements:

- Aged 19-30 years of age
- Canadian citizen, permanent resident or person to whom refugee protection has been conferred
- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged.

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization
- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full time, 35 hours per week
(Some evenings and weekends work is required)

Position to commence: May 13, 2024

Please submit your resume to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting#CM-CSJ-006/2024-2025** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups.

We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com