



CASE COORDINATOR

Position Reports to: Program Manager

Responsibilities Include but are not limited to:

As a Case Coordinator, you will use your superior assessment and case management skills to create and support special friendships (matches) between Youth volunteers and Junior Youth (children). Your performance will be evaluated based on the quantity of matches made (10 per month) and the quality of support you provide your caseload. You will also be evaluated on your ability to work as a cooperative member of the YAY team, your adherence to policies and procedures and other goals as necessary.

Responsibilities:

- Interview and assess potential volunteers and children by conducting home visits
- Provide referrals and information about community resources
- Maintain links with community professionals to promote the agency, generate referrals of children and youth
- Match Youth Volunteers and Junior Youth while maintaining a case load
- Provide advocacy, support, recognition, training opportunities and events to volunteers

Qualifications:

- BSW and/or equivalent social services education/experience
- Ability to communicate effectively in English (verbal and written)
- Ability to speak multiple languages is an asset
- Experience managing a caseload
- Experience working with children and youth
- Experience with volunteer management
- Computer literacy (MS Office, email, etc)
- Knowledge of community services and organizations in Toronto and Etobicoke
- Understanding and knowledge of issues related to new-Canadians and a commitment to working from an anti-racist and anti-oppression framework
- Ability to work some evenings and occasional weekends
- Must have a valid driver's license and access to an insured vehicle

Salary range \$35,000 - \$40,000: Commensurate upon qualifications and experience

CONTACT INFORMATION:

If you are interested in joining a terrific team and taking on a challenging and rewarding career as a Case Coordinator with Youth Assisting Youth, please forward your resume with a cover letter, to: John van Rhee, Program Manager, Youth Assisting Youth, 5734 Yonge St., Suite 401, TOR, ON M2M 4E7, by fax to: 416-932-1924, or by email to: mail@yay.org.

We thank all applicants for their interest but only those selected for interviews will be contacted.