



## Caseworker Intern

North Bay, ON

Salary range \$33,000- \$34,580

### **Job Description:**

**Answering to the Executive Director and working within the Service Delivery Team, the Caseworker Intern will perform match monitoring for volunteers, children and parents in the Traditional Match program; Schedule in-person interviews, make phone calls and send and receive case documents; attend Case conferences; conduct Home visits/ co-ordinate mentoring services; Maintain an organized and up to date database; Maintain organized case files; use a computerized Case Management System (Dynamics CRM); Organize group events; attend training; work with community partners; write reports, facilitate group events.**

### **Qualifications:**

University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

Social Work or Social Service Worker preferred; Human Services considered  
Drivers License and vehicle required

**Preference to Bilingual candidates who meet all other requirements**

**Application Deadline:** Friday August 10th, 2018 at 4pm

**Please mail applications to:** Big Brothers Big Sisters of North Bay and District  
169 Lakeshore Drive, North Bay ON , P1A 2B3

**Or email:** [darlene.jamieson@bigbrothersbigsisters.ca](mailto:darlene.jamieson@bigbrothersbigsisters.ca)

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