



BRUCE GREY CHILD & FAMILY SERVICES

SUMMER STUDENT - CASE AID

POSTING #:	2026-08
EMPLOYEE GROUP:	Contract (Approximately 14-16 weeks), 35 hours/week
# OF POSITIONS:	1 position
REPORTS TO:	Service Supervisor
LOCATION:	TBD
SALARY:	\$20.00 per hour
DATE POSTED:	February 27 th , 2026
CLOSING DATE:	March 9 th , 2026
POSTING TYPE:	Internal & External

Please submit your application quoting posting number above with the title of the role to Human Resources at hr@bgcfs.ca before 4:30pm on the closing date.

This posting is for an existing vacancy.

PURPOSE STATEMENT

Reporting to the Service Supervisor, the Case Aid will provide additional support to CPW's and children and families receiving service to enrich programs and service.

The Case Aid will receive direction from the case managers. The Case Aid will share observations with the case manager to inform the assessment process.

MAIN DUTIES & RESPONSIBILITIES

Child Protection Services

Meets with the CPW case manager and/ or supervisor to take instruction on tasks to assist the Case Manager to assess and support the family and/or children

- Inform case plans in collaboration with families and collateral agencies
- Informs family assessments and may meet with family members as directed by a case manager or supervisor
- Liaises with community agencies including collateral agencies to support case planning
- May provides direct, hands-on intervention and support to families as directed by a case manager or supervisor.
- May provide supervised access and oversees supervised access meetings
- Identifies, promotes and supports the use of community resources to assist children and their families
- Complete case notes and may input data into all Ministry and agency documentation, as directed by case manager or supervisor
- May be required to provide written or verbal evidence through legal processes
- Completes file reviews as required

Team Building

- Develops professional working relationships with team members

- Works respectfully, positively and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in supervision with their supervisor on a regular basis
- Actively participates and engages in team and staff meetings, service training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department and caseload needs are met including absence coverage

Other Related Activities

- Knows and adheres to all applicable BGCFS policies, procedures and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Ensures own expenditures adhere to BGCFS policies
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by management
- Assists in the training and orientation of peers
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations Participates on internal and/or external committees as required
- Participates on internal and/or external committees as required
- Participates in special projects and performs other duties as required

KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES

Qualifications

- Secondary School Graduate Diploma
- Students enrolled in a post-secondary school Social Work Program preferred.
- Satisfactory Police Records Check is required.
- Valid Driver's License and access to a reliable motor vehicle with appropriate business class liability insurance is required.
- Previous experience as a BGCFS summer student is considered an asset.

General Skills and Attributes

- Good ability to use MS Office applications (e.g., Word, Excel)
- Strong decision-making skills
- Solid written, oral communication and interpersonal skills providing constructive, meaningful, and timely interaction with all levels of staff
- Ability to think analytically with attention to detail in the presence of frequent interruptions
- Excellent understanding and commitment to quality service and best practice
- Highly detail-oriented
- Ability and willingness to work as an integral member of a team, demonstrating cooperation and support of others
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the supervisor as required
- Flexible, adaptable, and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner
- Excellent ability to analyze information, problem-solve and make good decisions
- Self-directed with a solid ability to organize, plan, prioritize and multi-task
- Excellent written documentation skills that are clear, thorough, concise accurate and timely
- Demonstrated critical thinking

- Ability to work with and meet tight timelines

EFFORTS & WORKING CONDITIONS

- Work is primarily performed at a desk in a normal office environment with regular meetings with children, families, and other professionals
- Intermediate periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will, except in crisis situation
- Multi-tasks within a fast-paced, high-volume, and demanding environment
- Absorbs and interprets information from multiple parties on a regular basis
- Required to listen to and reconcile multiple points of view being discussed/presented
- Frequent interruptions often dealing with critical issues
- Frequent travel within the BGCFS region
- Occasional travel to the BGCFS office sites
- May be exposed to potentially hazardous environments including driving conditions, volatile situations, and visits to client's homes.
- Occasional lifting of children or heavy objects may be required

DISCLAIMER

The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

Proof of COVID-19 Vaccination is not a pre-requirement of employment at this time; however, it is recommended. Should Public Health requirements change in the future all employees would be required to provide proof of vaccination.

BGCFS COMMITMENTS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at hr@bgcfs.ca . Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

We are committed to promoting a culture of belonging and inclusion in an environment that is both physically and psychologically healthy and safe.