



Family and Children's Services of St. Thomas & Elgin

Family & Children's Services of St. Thomas & Elgin is committed to becoming allies with First Nations, Inuit and Métis communities; those of African-Canadian/Black heritage; other racially marginalized and 2SLGBTQIA+ persons, through our Truth and Reconciliation commitments, our ongoing 'Diversity, Equity and Inclusivity' work and antiracism/anti-oppression education.

Our Mission

We protect and support children and youth in partnership with families and communities.

CASE AIDE – 2 POSITIONS AVAILABLE

Full-time, 8 week Contract (June 29 to August 28, 2026)

We are looking for an engaged, dynamic individual to join our team as a Case Aide. We are committed to staffing a workforce representative of a diverse population and encourage applicants from Indigenous, racialized backgrounds, people with disabilities, and LGBTQ2S+ communities to apply. Kindly voluntarily self-identify in your cover letter. We are also committed to creating an accessible environment for all. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Please let us know if there is an accommodation you may need if you are contacted.

POSITION:

This position involves providing case support to Child Protection Workers in the management of their responsibilities within a Signs of Safety framework. Department assignment to be determined. Regular office hours are 8:30 am to 4:30 pm, Monday to Friday, however, the nature of this position may require flexible working hours. This is an in office position with work being done in the community.

QUALIFICATIONS:

Applicants must have:

- Must be enrolled Full-time in a recognized college or university for the upcoming school year;
- A degree or diploma in, or currently enrolled in, a Post-Secondary Social Services program;
- Clear communication skills and the ability to engage with children, youth and families;
- Comfort in using the authority inherent in the Child Welfare mandate;
- Knowledge of family dynamics and child/youth development;
- Strong organizational skills, including the ability to meet deadlines and priorities when faced with competing demands;
- Demonstrated proficiency in computer skills in a digitized environment;
- Sensitivity to and awareness of issues facing First Nations, Inuit and Métis (FNIM) people and the Pathway to Reconciliation;
- Recognition of and sensitivity to Anti-Oppression and broad social injustices including, poverty, sexual orientation, race and ethnicity and other forms of discrimination, including disabilities, and their systemic impact on service users, employees, and community as a



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whole. Ability to promote equality and reduce impact of discrimination within Child Welfare and in the broader community; and

- Ability to work flexible hours;
- A valid G driver's license and use of a personal vehicle.

Preference given to applicants with:

- Previous work in a child welfare agency;
- Previous work with other community services and/or children, youth and/or families;
- Aptitude for initiating various creative approaches to case-related problem-solving; and
- Ability to work well in a team environment, take initiative in solving problems and maintain positive working relationships.

DUTIES:

- Assist in meeting concrete needs of service users;
- Provide assistance to Child Protection Workers and others;
- Assist in communicating with service providers, families and/or children/youth;
- Assist in completing paperwork/packages;
- Provide transportation and support to service users for appointments;
- Assist with home visits for moderate risk families and children/youth;
- Assist youth in gaining experience within the employment setting and development of resume writing and interviewing skills;
- Organization and delivery of workshops or information nights;
- Provide assistance in supporting children and/or youth in care assigned to child protection workers (i.e. clothing, obtaining health card numbers, etc.);
- Other duties as assigned.

REPORTS TO: Direct Service Manager (TBD)

SALARY: \$25.00 per hour

DEADLINE TO SUBMIT RESUME: May 8, 2026

Qualified applicants should submit their resumes to:

Family & Children's Services St. Thomas and Elgin

Attention: Shelley Wright

E-mail: swright@caselgin.on.ca



Family and Children's Services of St. Thomas & Elgin

“Family and Children’s Services of St. Thomas and Elgin is committed to a barrier-free, respectful, accessible and inclusive work environment. We will endeavor to remove any barrier to the hiring process to accommodate those applicants with disabilities.

Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process.”

***Thank you for your interest in our organization.
Only those candidates selected for interviews will be contacted.***