



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	Budget Management Caseworker	<b>Competition #:</b>	N/A
<b>Department:</b>	Community & Family Services	<b>Status/Position Type:</b>	Temporary; Full-Time
<b>Compensation:</b>	\$19.00 per hour	<b>Unionized:</b>	No
<b>Ministry Unit:</b>	Chatham-Kent Ministries	<b>Date posted:</b>	November 23, 2022
<b>Address:</b>	19 Raleigh Street, Chatham, ON	<b>Posting Expires:</b>	December 2, 2022

### APPLICATIONS ACCEPTED BY:

**Email:** maria.wall@salvationarmy.ca  
**Attention:** Maria Wall, HR Assistant  
**Mailing Address:** Chatham-Kent Ministries, 46 Orangewood Blvd., Chatham, ON N7L 5H1  
**Attention:** Maria Wall, HR Assistant  
**Fax:** 519-354-9029  
**Please, no phone calls.**

### MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

#### Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

#### Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

#### Core Values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

### TERMS AND CONDITIONS:

#### POSITION PURPOSE SUMMARY:

The Budget Management Caseworker is primarily responsible to assist clients with attaining financial stability and independence. They will also implement, instruct, and coordinate a limited range of programs in accordance with The Salvation Army mission and values.

#### Accountabilities:

##### 1. Program

- Perform all aspects of the case management process including but not limited to, conduct the initial review/assessment, intake, assist clients with developing goals, monitor progress and prepare a transition plan; follow-up to assess the clients continued eligibility to participate in various programs, i.e., Budget Management, Ontario Works Trusteeship.
- Consult with the Community and Family Services Manager regarding client case management as required.
- Review client referrals and liaise with the Ontario Works Caseworker to determine eligibility/acceptance into the Trusteeship program in accordance with the Municipality of Chatham-Kent Trusteeship Agreement.
- Liaise with the Ontario Works Caseworker to ensure that clients comply with the Trusteeship requirements who are under the age of 18 years.
- Schedule regular meetings with clients to review their progress and engage in further planning to successfully achieve financial independence.
- Ensure confidentiality is maintained in accordance with The Salvation Army policy and applicable legislation.
- Intervene in crises and provide emotional support as required.
- Assist and support the organization and implementation of various fundraising events, i.e., Christmas appeal, food drives.
- Network with other service providers and maintain working relationships with community agencies to provide comprehensive services for clients. i.e., housing, financial, counselling etc.
- Advocate, mediate and liaise where necessary in the community to provide support to clients.
- Work closely with other local ministry unit personnel to form an interdisciplinary team to support clients.
- Oversee and implement life skills curricula, review lesson plans, create 'best practice' instructional strategies.

##### 2. Financial

- Manage finances on behalf of clients in accordance with the "Financial Records Guidelines" thus ensuring compliance. Assist clients with budgeting, recording deposits, preparing cheques, and reviewing monthly bank statements.
- Provide day-to-day oversight and support to the Budget Management Program.
- Review, assess and establish new budget management programs to meet the needs of the clients.





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### 3. Administration

- Maintain accurate, up to date, relevant and confidential records for each client/family, including detailed case notes, budget data, debts, income tax returns etc. ensuring that the appropriate forms are always used.
- Assist in ensuring the completion of accurate record keeping and management in line with funder requirements and in accordance with relevant privacy legislation.
- Ensure clients' payables are sent to THQ finance and processed in a timely manner.
- Submit monthly statistics via SAMIS in an accurate and timely manner as required by The Salvation Army; submit quarterly per diem statistics.

Perform other position related duties as required.

**The above responsibilities must be performed in keeping with The Salvation Army's Mission, Vision and Values, in a professional manner, upholding our code of conduct.**

#### CRITICAL RELATIONSHIP MANAGEMENT:

- **Internal relationships:**
  - Corps Officer, volunteers, staff
- **External relationships:**
  - Community, clients

#### MANAGERIAL/TECHNICAL LEADERSHIP RESPONSIBILITY:

- This position reports directly to the Community and Family Services Manager or designate.
- Represent The Salvation Army on relevant committees; perform workshops, attend speaking engagements etc. as directed.

#### FINANCIAL AND MATERIALS MANAGEMENT:

- Handle and distribute Personal Needs Allowance (PNE) cheques for program participants.
- Assist program participants with managing and paying personal expenses.

#### WORKING CONDITIONS:

- This is a temporary full-time position based on 40 hours per week.
- Some flexibility in scheduling required, some weekend and evening work may be required.
- The Supervisor will set the hours of work and work schedule.
- Working environment is typically in the office in generally agreeable conditions.
- Ability to lift/move 25 lbs.
- Travel is associated with this position.

Normal hours of work – 8:30 a.m. to 4:30 p.m. Monday to Friday and includes a ½ hour paid meal break.

#### EDUCATION AND EXPERIENCE QUALIFICATIONS:

##### Education, Qualifications and Certifications:

- Completion of a two (2) year Community College Diploma in Business Administration, Finance, or equivalent field of education.
- Non-Violent Crisis Intervention training.
- Valid Ontario Class "G" Driver's License, own vehicle, and a current copy of driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required.
- Must provide an original copy of a Background Check with vulnerable sector screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment
- May require screening through The Salvation Army Abuse Registry.
- Alternative combinations of education and experience may be considered.

##### Experience and Skilled Knowledge Requirements

- Minimum of two (2) years of prior related experience, including experience providing casework services, budgeting, accounting, documenting, and maintaining case files, working in collaboration with other service providers, community outreach, and working with people of diverse backgrounds.
- Knowledge of community-based resources/programs/services is required and experience networking with government and social service agencies.
- Demonstrated understanding and working knowledge of how money is made, spent, and saved, as well as the skills and ability to use financial resources to make decisions.
- Proficient computer skills in all aspects of Microsoft Office.
- Develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities.



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### Skills and Capabilities:

- Attention to detail, problem solving and analytical skills.
- Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility.
- Able to work independently and participate as an active and responsible team member.
- Exhibit good listening skills, have strong oral/written communication skills.
- Self-motivated/disciplined.
- Demonstrated ability to use sound judgment when making decisions and to problem solve complex cases.
- Ability to work in a fast-paced environment, attention to detail, problem solving and analytical skills with an aptitude for accuracy and thoroughness and consistent follow-up.
- Exceptional organizational, prioritizing and time management skills to effectively handle multiple priorities and meet competing deadlines with minimal supervision.

**The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*You must advise your managing supervisor of your intentions prior to submitting your application.*

