



Employment Opportunity - Ontario Division

Job Title:	Case Manager (Fee-For-Service)	Competition #:	
Department:	Fee-For-Service	Status/Position Type:	Full-time/Contract (1 Year)
Compensation:	\$23.50	Unionized:	No
Ministry Unit:	Lawson Ministries Hamilton	Date posted:	March 11, 2025
Address:	Hamilton	Posting Expires:	March 25, 2025

APPLICATIONS ACCEPTED BY:

Email: HamiltonLM.Resumes@salvationarmy.ca
Attention: Hiring Manager
Mailing Address: Lawson Ministries 533 Main St E, Hamilton, ON L8M 1H9
Fax: 905.527.1377
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:

We are hiring full-time contract positions offering 40 hours per week. Schedule will vary according to requirements and responsibilities. Shifts include a ½ hour paid meal break where applicable. Supervisor will set the hours of work and work schedule. Shifts can include days, evenings, and weekends.

The Case Manager-FFS provides community-based supports to adults with disabilities (in-person, and virtual) with a focus on life skills and education, recreational activities, and supported volunteer and employment placements. Supports provided are individualized, outcome-based and designed to achieve goals set by our clients and their families. Schedules will be developed based on the purchase of service agreements with each individual. Employees should be flexible, and able to support the unique needs of each person.

ACCOUNTABILITIES:

- Provide outcome-based support while following the plan of support / programming developed and purchased by the client/client's family, ensuring all client goals, including health (medical, physical, emotional) are met
- Provide personal care such as changing incontinence pads, lifting/transferring a client from chair/wheelchair, etc.
- Assist individuals with goal-setting and working towards meeting their goals as applicable
- Work cooperatively with FFS team members and Program Supervisor in providing coordinated and consistent approaches to individuals supported
- Access appropriate transportation for each client based on their functional ability (i.e. Darts, HSR, bicycle, etc.) to promote safe travel to and from activities
- Promote greater independence and strive for the highest quality of life possible
- Promote an environment and programming that is both supportive and nurturing
- Use appropriate behavior modification techniques (i.e., NVCi) as required
- Accompany clients to groups, workshops, community programs and facilities, recreational activities, volunteer placements, and employment placements (in person and virtually) as required to support client goals





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- Ensure proper and accurate recording of daily activities using our agency case management software (AIMS)
- Ensures all reports (e.g., shift reports, incident reports) are completed on each day worked as required
- Research locations/activities/services that the participant has purchased as required
- Ensure that all information about clients, family, staff, visitors, and volunteers is kept confidential and that activity records and statistics are stored in a secure location
- Stay up to date on community programs, events and services that meet the needs of the clients
- Other duties as assigned

MANAGERIAL/TECHINCAL RESPONSIBILITY:

- Reports directly to the program supervisor or designate
- Provides mentoring and orientation to new staff/volunteers/clients

FINANCIAL AND MATERIALS MANAGEMENT:

- Uses or maintains organization assets in accordance with established guidelines
- Utilizes assigned equipment and supplies appropriately as per policies and procedures

WORKING CONDITIONS:

- Flexibility in scheduling is required to meet program needs
- Substantial portion of shifts will be during weekdays, schedule may include evenings, weekends and holidays
- Schedule will be set by Program Supervisor in coordination with the services that are purchased
- Ability to lift up to 20 lbs
- Travel is associated with this job (including HSR, DARTS, bicycle, etc.) as required

The above responsibilities must be discharged in accordance with The Salvation Army's Mission Statement, in a professional manner, exemplifying Christian standards of conduct.

EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:

- Completion of a formal post-secondary/college program of two academic years: Developmental Social Worker Diploma or equivalent in Human Services field
- Current First Aid, Cardiopulmonary Resuscitation with Defibrillation Training, and current Non-Violent Crisis Intervention certification are required
- Alternative combination of education and experience may be considered

EXPERIENCE AND KNOWLEDGE:

- Minimum two (2) years of prior related experience working with adults with developmental disabilities and vulnerable populations is essential
- Experience in implementing individualized program plans is an asset
- Lifts and Transfer training and Personal Care Support experience are both considered an asset
- Medication administration training and experience necessary (training will be provided)

SKILLS AND CAPABILITIES:

- Must be able to work independently and possess strong interpersonal skills
- Adaptability to deal with changing program needs
- Demonstrated effective working relationships with families and ability to work collaboratively with all staff and volunteers as required
- Ability to maintain a high level of confidentiality and exercise good judgment
- Communicate in a sensitive and compassionate manner
- Good communication skills – verbal, written and e-mail
- Represent the organization in a positive, professional, and engaging manner
- Work in compliance with the OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures
- Valid Ontario Class "G" Driver's License, own vehicle/insurance, and a current original copy of driver's abstract, which is satisfactory to The Salvation Army, in its sole discretion is required



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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.

