



The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Case Manager

Permanent, Full-Time

Classification: Miscellaneous

Status: Permanent, Full-Time (1 FTE)

Location: Mosaic - Vancouver North East / Delta

Salary Range: \$29.63 – \$36.93

Pay Grade: 8

Employee Group: HSA

Start Date: April 1, 2019

The BC Centre for Ability is seeking an experienced candidate for a permanent, full-time Case Manager position. Working with a team of case managers at either the Vancouver North East or Delta location this position will enable the right candidate to utilize his/her skills as a case manager to support people with a disability to enter or return to the workforce.

Responsibilities

- Provide case management services for persons with a disability within the Employment Program of BC.
- Provide program and related service information to clients; orient clients to the Program philosophy and scope of services offered at either the Vancouver North East or Delta location.
- Assist clients to navigate the service delivery systems.
- Refer ineligible clients as appropriate to community services.
- Provide information to clients on current employment trends.
- Develop, revise, and support client Action Plans.
- Conduct vocational-related assessments and assign appropriate Tier using prescribed tools, assessment and evaluation procedures.
- Determine clients' need for specialized assessments, such as neuropsychological assessment or functional assessment.
- Determine financial needs and support services and assist clients to access financial assistance and resources to achieve vocational goals.
- Monitor client progress, conduct routine follow-up activities (e.g., 4-, 12-, and 24-week follow-up), and provide ongoing client support.
- Work closely with a job developer to plan job placement and on-the-job training.
- Provide quick response and intervention services to clients who experience work-related crisis.
- Organize and conduct workshops to facilitate clients' skill development and skill maintenance.
- Maintain liaison with disability groups, community service agencies, and work as a collaborative team member in the either the Vancouver North East or Delta location to provide integrated service delivery to clients with disabilities.
- Work to meet pre-set weekly, monthly, quarterly, and annual performance targets based on contractual deliverables.
- Maintain up-to-date client files. Document service and case management activities daily according to the prescribed format.
- Keep Supervisor and the Lead Case Manager informed about client progress and achievement of outputs and outcomes.
- Assist in the development of materials and resources specific to vocational services to persons with disabilities.
- Maintain excellent knowledge of employment trends, employment equity programs, and vocational resources for persons with disabilities.
- Provide disability information to staff working at either the Vancouver North East or Delta location
- Attend and actively participate in staff meetings at BC Centre for Ability and at the Mosaic locations as required.



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Qualifications

- University/college degree
- Experience providing case management services to persons with disabilities
- Proven ability in vocational planning and vocational assessment
- Proven ability to provide and coordinate vocational training for individuals with a wide range of disabilities
- Knowledge of labour market trends, employment equity programs, employment rehabilitation system and vocational resources for persons with disabilities
- Knowledge and experience in job placement services for persons with disabilities
- Ability to manage a large caseload, demonstrated efficiency and effectiveness in meeting client goals and program outcomes
- Skilled in the use of client management database and online tools
- A minimum of two years of experiences in providing vocational rehabilitation services for persons with a disability
- A member of, or eligible to register for RRP or CCDP
- Experience with the Employment Program of BC ICM system is an asset.

Working Conditions & Provisos

- Physical ability to carry out the duties of the position
- Appointment subject to satisfactory completion of a criminal records check

Application Information: To apply, please send your résumé with a cover letter identifying your preference in location to the email address below;

Laks Kutty
Human Resources
BC Centre for Ability Association
2805 Kingsway
Vancouver BC V5R 5H9
E-mail: lakhbir.kutty@bc-cfa.org

Closing Date: February 6, 2019 at 5PM

*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*

Nurture • Grow • Thrive