



## Mandarin and/or Cantonese Speaking Study Buddy Caseworker Job Posting

Big Sisters of BC Lower Mainland ([www.bigsisters.bc.ca](http://www.bigsisters.bc.ca)) is a non-profit society committed to enhancing the confidence, self-esteem and well-being of girls. We are proud to offer our employees a supportive and positive working environment, and our commitment to work/life balance. As an organization that is seen as a leader in mentoring, we look for employees who are committed to our mission and passionate about mentoring for at-risk girls. In 2019 Big Sisters was [certified as one of the 2019 Best Workplaces in British Columbia](#).

We are seeking a mature and positive person with strong case management skills, for a permanent position as a Mandarin and/or Cantonese speaking Caseworker. This will be a full time (5 days/week) position primarily for our Study Buddy Program. In this role, you will make and monitor matches between volunteer mentors and our Little Sisters (ages 7-17) to ensure that safe and healthy mentoring relationships take place. You will provide support to our Little Sisters, volunteers and families involved in the programs so each match can work towards helping the Little Sister achieve her goals and boost her self-esteem.

### Responsibilities:

- Maintain ongoing contact with the volunteer, child and parent to ensure a supportive and healthy relationship where the child's safety is upheld
- Provide support, counselling and referrals to other agencies/services as needed to the matches
- Recruit volunteer mentors and perform one-to-one screening of potential volunteers
- Conduct screening interviews with Little Sisters and parents/guardians
- Deliver child safety training to girls and their parents/guardians
- Match volunteers with Little Sisters
- Facilitate volunteer training sessions and workshops, as required
- Maintain accurate confidential records and file maintenance
- Keep accurate caseload statistics to provide monthly reports
- Monitor service delivery and ensure that program standards are met
- Act as a resource on educational and social issues and resources to meet the needs of your caseload;
- Provide administrative program support as required

### The Candidate:

- You have a bachelor's degree in social work, education, child and youth care or a related field or minimum 2-year post-secondary diploma with related work experience **(required)**
- You have a valid driver's license and access to a car for out-of-office appointments **(required)**
- You are fluent in speaking Mandarin and/or Cantonese **(required)**; preferably Mandarin
- You have 1 to 3 years' direct program delivery experience working with children and families
- You are a well-organized, mature, self-starter with the ability to work independently and in a team
- You have a flexible schedule, with the ability to work some evenings
- You have experience working with a culturally diverse client and volunteer base

- You are knowledgeable about child and adolescent development
- You are skilled at recruiting, motivating and supporting volunteers
- You are skilled at facilitation, interviewing and training
- Experience working with a case management database is an asset
- You are motivated by our mission to increase the confidence and self-esteem of girls in the Lower Mainland
- You have a strong connection to the Lower Mainland community and are knowledgeable about the area and services

**This Position:**

This is a full-time 5-day per week (37.5 hrs/week), permanent position reporting to both our Vancouver and Surrey offices. Some evening and weekend work will be required. Please confirm your interest by submitting your resume and cover letter to: [jobs@bigsisters.bc.ca](mailto:jobs@bigsisters.bc.ca)

**Please use the Subject Line: Study Buddy Caseworker**

Applications will be reviewed as they are received so we encourage candidates to apply as soon as possible.

*If your background and qualifications match the position requirements, we will contact you. **No phone calls, please.***