



Mandarin and/or Cantonese Speaking Caseworker Job Posting

Big Sisters of BC Lower Mainland (www.bigsisters.bc.ca) is a non-profit society committed to enhancing the confidence, self-esteem and well-being of girls, non-binary or transgender youth. As an organization that is seen as a leader in mentoring, we were [certified as one of the 2019 Best Workplaces in British Columbia](#). Big Sisters of BC Lower Mainland encourages applications from those who identify as Indigenous, a person of colour, LGBTQ2+, a person with a disability or other community that experiences additional barriers.

Is this you?

You are passionate about mentoring at-risk girls, non-binary or transgender youth. You believe it's your mission to help build strong client relationships and support each match so they can work towards helping the Little Sister achieve her goals and boost her self-esteem. You are a positive person who demonstrates self-awareness and has strong case management skills as a Caseworker. You understand the importance of ensuring safe and healthy mentoring relationships take place by monitoring and instilling trust between volunteer mentors and our Little Sisters (ages 7-17).

What you will be doing:

- Maintain ongoing contact with the volunteer mentor, Little Sister and parent/guardians to ensure accountability, support and healthy relationships where the Little Sisters safety is upheld
- Build collaborative relationships with volunteer mentors and Little Sisters by performing one-to-one screening interviews and providing continued support throughout their involvement with the agency
- Maintain accurate confidential case files and monthly reports
- Match volunteer mentors with Little Sisters
- Monitor service delivery and ensure that program standards are met
- Provide support, guidance and additional services/resources to the match as needed
- Facilitate volunteer training sessions and workshops as required
- Provide volunteer recruitment support as needed
- Provide administrative program support as required

What you bring:

- You have a bachelor's degree in social work, education, child and youth care or a related field (**required**) or minimum 2-year post-secondary diploma with related work experience (**preferred**)
- You have a valid driver's license and access to a car for out-of-office appointments (**required**)
- Language fluency, in addition to English and Mandarin/Cantonese (**required**)
- 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 are able to adapt your approach and behaviour in real-time to match the shifting demands of situations
- 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 motivating and supporting volunteers
- You are skilled at facilitation, interviewing and training
- Experience working with a case management database is an asset
- You have a strong connection to the Lower Mainland community and are knowledgeable about the area and services

What we offer:

- A supportive and positive working environment
- Our commitment to work/life balance
- An annual salary of \$45,000
- A comprehensive benefits package
- 15 vacation days within the first year of employment

This Position:

This is a full-time 5-days per week (37.5 hours) position reporting primarily to our Vancouver office. Daytime travel and some evening work will be required.

If this position sounds like you, please let us know why by submitting your resume and cover letter to jobs@bigsisters.bc.ca

Please use the Subject Line: Caseworker Mandarin/Cantonese Speaking

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.***