

**Prime Worker – Thunder Bay Office**

**Casual Employment Opportunity**

***Pay Rate:*** \$20.00/hr - \$24.50/hr

***Mileage Reimbursement Rate:*** \$0.56/km

This position is intended to augment and/or support the services primarily provided by the Case Managers to children/youth and families, on a casual contract basis. Prime Worker names are put on a list which is accessed based on best fit and availability for the support needs. A written work plan is completed, outlining the duties, expectations of the Prime Worker specific to the assignment. Each child/youth/family case requires its own work plan. This position is intended to be a casual, part-time position. There is no guarantee of hours. Prime Workers may accept up to a maximum of 40 hours per week. It is the Prime Worker's responsibility to track their hours worked, as they could be working with several different children/youth and/or families at the same time.

**Position Requirements**

- Maintain a strong sense of professional judgement, tact, ethics, sensitivity, integrity, and confidentiality
- Work cooperatively and productively with other members of a multidisciplinary team to achieve common goals; demonstrate respect, cooperation, and collaboration
- Effectively manage interpersonal conflict
- Adapt to changes and demonstrate flexibility to meet the demands of work assignments
- Work in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation
- Requirements for maintaining confidentiality and the principles of privacy
- Knowledge of and ability to develop therapeutic relationships
- Case noting, communication skills
- The importance of cultural diversity in child rearing practices, parenting, and family resources
- Knowledge of de-escalation techniques, behavior management techniques
- Problem solving, critical thinking, multitasking
- Knowledge of the stages, milestones, and prerequisites of development of children from birth through young adulthood
- Knowledge of the impact of oppression, anti-Black Racism and colonization has on the lives of service users, with particular attention to identity formation and systemic issues
- Upon conditional offer of employment:
  - Valid "G" Ontario Driver's License and safe driving record.
  - Upon hire, submission of a current Vulnerable Sector Criminal Records Check satisfactory to Employer.
  - Access to a reliable insured vehicle.
  - Flexible schedule (including evenings, weekends).
  - Child Welfare Records Check satisfactory to Employer.

**Position Duties**

- Family Time: Facilitate visits between children and their parents, and other family members.
- Support to Children and Youth in Care: Providing respite to caregivers by supervising the children both in and out of the home, transporting children/youth to appointments, recreational programs, special events or other activities.
- Exceptional Circumstances: When deemed essential and where no alternate arrangements can be made, Prime Workers may be approved to work with a child and/or family to assist in providing supports to help strengthen the family system.
- Other Duties / Responsibilities: Attend training, professional development opportunities as required/needed. Complete case notes detailing activities and involvement with children and families.

**APPLICATION INFORMATION – Accepting applications until April 29, 2026**

Please submit a cover letter and resume on-line at [www.thunderbaycas.ca](http://www.thunderbaycas.ca) "Career Opportunities". Individuals may also submit an application directly to: Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

*TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.*

*We thank all applicants; however only those considered for an interview will be contacted.*