

## Early Assist Case Manager

### Student Support Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

### DUTIES

Reporting to the Director, Student Support Services, the Early Assist Case Manager (EACM) is responsible for responding to concerning student behaviour, providing ongoing guidance to support and facilitate the resolution of complex student issues, while providing proactive support and care to students at risk. This position assists in the development and implementation of the Early Assist Program, allowing students, faculty and staff to convey concerns about a student who may be struggling personally or academically. The EACM reaches out to students of concern and engages in a case management approach to care. The position is an integral member of the College's Behavioural Intervention Team, providing recommendations and support in the next steps of complex student situations concerning risk. This position is also involved in assisting students reintegrate into the College community after medical or academic leaves of absence. The EACM manages a database, organizes records, writes reports and oversees the management of confidential information. The EACM provides workshops and information sessions, attends meetings and case consultations, and works collaboratively with internal and external stakeholders such as Student Support Services, Safety and Health Services, Human Resources, College Leaders, Faculty, Staff and Students. The hours of work for this position may range between 8:00 a.m. and 5:00 p.m.; the incumbent provides supportive services to all RRC campuses.

### REQUIRED QUALIFICATIONS

- A Master's Degree in Social Work, Counselling/Psychology or Master of Educational Psychology; a combination of experience and lesser education may be considered
- Several years experience providing supportive counselling and crisis intervention
- Several years experience providing case management
- Several years experience with assessing risk to self or others
- Ability to react appropriately in stressful situations
- Experience developing and delivering relevant workshops
- Excellent communication skills
- Exceptional written skills
- Strong organizational skills
- Ability to work collaboratively with RRC staff/faculty and external agencies
- Knowledge and familiarity with the Canadian Association of Social Workers Code of Ethics or other applicable Professional Association
- Proficiency in the use of Microsoft Office applications and managing a database
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### ASSETS

- Experience working in or closely with a post-secondary educational setting

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Persons Sector Check
- Incumbent must provide a current and satisfactory Child Abuse Registry Check
- Membership in a relevant professional association, or eligibility to acquire

### COMPETITION NUMBER

2021-056

### CLOSING DATE

May 7, 2021

### SALARY

\$63,548 - \$86,962 per annum

### POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

### POSITION TYPE

Full-Time Position Available

### APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At Red River College we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)