



9779 - 54 Avenue Edmonton, Alberta, Canada, T6E 5J4, Ph: 780-435-8336 / Fax: 780-435-2294  
[Hr@MirkaCare.org](mailto:Hr@MirkaCare.org)

**Internal Job Posting**

**Position:** Case Management – Admin Support    **Number of Positions:** Two

<b><u>Terms of Position</u></b>	<b><u>Skills</u></b>
<p><b>Job Start Date:</b> As soon as Possible.</p> <p><b>Wage:</b> Wages commensurate upon experience and education.</p> <p><b>Hours:</b> 35-44 hours per week.</p> <p><b>Work Setting:</b> MCS Main Office.</p> <p><b>Work Conditions:</b> Fast paced, challenging and mentally stimulating work. Requires flexibility with strength of mind. Experience working with medically fragile people and/or people with complex-support-needs. Candidates must have access to own vehicle.</p> <p><b>Role Description:</b> To support in client case management/coordination through assessments, administration, and support planning. Furthermore, to support the definition, development, and instruction of supports training to staff members and associates.</p> <p><b>How to Apply:</b> Send your resume to <a href="mailto:hr@mirkacare.org">hr@mirkacare.org</a>.</p>	<p><b>Personal Suitability:</b> Proficient command and comprehension of the English language; in both reading and writing. Effective interpersonal skills. Flexible. Understanding of the requirements and processes associated to working with people living with cognitive, intellectual, and physical disabilities, emotional regulation disorders, etc. Use of information systems technology for case management documentation and report writing. Knowledge of CET, and Accommodation Standards and Licensing is an asset.</p> <p><b>Skill Requirements:</b></p> <ul style="list-style-type: none"> <li>• Strong administrative and organization skills are required.</li> <li>• Strong assessment skills and critical thinking skills are necessary. Must be able to lead/assist in the assessment, identification and be able to adequately address all potential risk for the person in service, staff member(s), community, and/or to the organization.</li> <li>• Knowledge and understanding of the opportunities that are available to people with disabilities within the community and other socially structured environments, as well as when and how to access these opportunities.</li> <li>• Through a whole-person perspective (spirit, body, mind), advocate for, and provide oversight of services being provided.</li> <li>• Knowledge and application of the different tools utilized in the person-centered planning process.</li> </ul>
<p style="text-align: center;"><b>Any Questions?</b></p> <p>Please feel free to contact Pebbles (<a href="mailto:psalvian@mirkacare.org">psalvian@mirkacare.org</a>) or Alex (<a href="mailto:astoye@mirkacare.org">astoye@mirkacare.org</a>) and/or at the MCS main office (780-435-8336) for more information.</p>	

*Vision: "Leaders Serving People"*

*Mission: "Nurturing, supporting and promoting the ongoing mental, emotional, physical, spiritual and developmental well-being of all people we serve"*

Learn more about MCS at [www.MirkaCare.org](http://www.MirkaCare.org)



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- Must be able to work both independently and as a part of a team while effectively determining the time frame, the actions, the priorities, and the resources necessary to achieve set goals.
- Computer skills:
  - Proficient in the use of Microsoft operating system and/or Apple operating system.
  - Proficient in the use of Microsoft Office 365 Full Suite.
  - Case Management Software (MyCompass).

**Qualifications**

Credentials (Education, Certificates, etc.):

- Bachelor’s degree. Degree in human services, social work, or psychology is an asset. OR a Diploma with an equivalent level of experience.
- Applied suicide intervention skills training.
- MANDT and/or non-violent crisis intervention.
- Positive behavior supports.
- Mental health first aid.
- Cultural awareness.
- PDD abuse prevention and response protocol.
- First aid and CPR.
- Federal wide security clearance that includes a vulnerable sector search.
- Minimum of three (3) years’ experience within the disability or human services field, preferably in complex supports.

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