

# Career Opportunity

**Job Title:** Case Manager, Full Time Permanent  
**Organization:** Society for the Involvement of Good Neighbours (SIGN) See [www.signyorkton.ca](http://www.signyorkton.ca)  
Yorkton SK Canada  
**Program:** Family Support Program  
**Hours:** 35 hours per week  
**Location:** Yorkton SK and Area  
**Start Date:** September 1, 2025

***SIGN is looking for a supportive, organized, detail orientated and resourceful individual, who would be responsible for assisting the Manager and staff in fulfilling the objectives of the Family Support Program.***

## **Why work for SIGN?**

- Work/life balance; Paid day off once a month;
- Health and dental plan (excluding LTD)

## **Expectations:**

- Operate with accountability and effectively communicate with Manager;
- A high level of understanding of file case management requirements and expectations;
- Assist staff to support complex client files and with case management and goal setting;
- Prepare contracts with the Ministry of Social Services;
- Complete administration duties as required by the Manager;
- Assume duties for the Manager as needed;
- Effective time management and written/oral communication skills;
- Demonstrate effective leadership skills and boundaries by professionally mentoring and motivating employees;
- Demonstrate knowledge of trauma, child maltreatment, family dynamics and stressors;
- Use professional interpersonal skills to communicate complex and sensitive information;
- Cooperate and align with Manager and program plan to support staff to meet mandates;
- Protect the health and safety of others by adopting safe work practices.

## **Qualifications and experience:**

- Human Service or Business/Admin Certificate or Degree, or, a combination of work experience and education acceptable to the Board of Directors;
- Several years' experience in a management role and/or supervising staff is preferred;
- Experience in social assistance, program implementation, case management, documentation and file maintenance;
- A recent (6 months or less), clear Criminal Record Check and Vulnerable Sector Check;
- Valid driver's license and access to a reliable personal motor vehicle.

## **Send resumes with covering letter and at least three references to:**

Hanli Leonard, Program Manager  
345 Broadway St. West  
Yorkton, SK. S3N 0N8  
Fax: (306) 782-4361  
Email: [h.leonard@signyorkton.ca](mailto:h.leonard@signyorkton.ca)

**Applications close at 5 pm on August 1, 2025**

**Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.**