



- Job Title:** Case Manager (Contract Position)
- Reports To:** Executive Director
- Contract Length:** Initial term from January 1, 2025 – May 30, 2025, with the possibility of extension
- Location:** Hybrid/Remote.
- Compensation:** Commensurate with experience, billed hourly. As part of onboarding, contractors will participate in **in-person orientation sessions**.
- Orientation:** As part of the onboarding process, the contractor will participate in a one-day orientation session to familiarize themselves with VBIS's mission, values, and general case management approach. The contractor may observe a case management session for context but is expected to independently apply their professional expertise in delivering services. Orientation is compensated at a rate of \$150 per day for up to 5 hours.
- Hours of Employment:** Flexible up to 14 hours per week; contractor will bill for hours worked. Hours may include evenings and weekends, which can be performed remotely, depending on client needs.

**About the Role:**

The Victoria Brain Injury Society (VBIS) is seeking a compassionate and self-motivated Contract Case Manager to provide client-centered support for individuals with acquired brain injuries (ABI) and their families. This remote, independent contractor position offers flexible working hours, allowing you to schedule sessions on demand while managing your time effectively.

As a Contract Case Manager, you will be responsible for supporting clients by developing and monitoring individualized plans, offering resources, and addressing concerns related to their rehabilitation and quality of life. Your commitment to meeting client needs may require working hours during evenings and weekends, which can be accommodated remotely.

To support effective client management, contractors are invited to participate in a weekly triage meeting to facilitate the distribution of new clients and review overall caseloads. While attendance is encouraged for seamless communication, contractors may choose to receive client assignments directly via email or other agreed-upon methods

**Key Responsibilities:**

- **Client Management:** Provide personalized case management for brain injury survivors and their families, focusing on advocacy and tailored support.

- **Goal Setting:** Engage with clients to identify and pursue short-term and long-term goals, encompassing housing, medical care, and other essential supports.
- **Resource Coordination:** Manage and coordinate services with various providers to effectively meet assessed client needs.
- **Advocacy:** Act as an advocate for clients with healthcare providers and other relevant entities to ensure comprehensive support.

### General Responsibilities:

- **Professionalism and Conduct:** Maintain a high level of professionalism and ethical standards.
- **Adaptability:** Be adaptable to changing needs and flexible in adjusting to new challenges.
- **Regular Communication:** Ensure consistent and clear communication with team members and management.
- **Documentation and Reporting:** Accurately manage documentation and comply with legal standards.
- **Compliance with Policies:** Adhere to all organizational policies, especially regarding privacy and security.
- **Efficiency and Resource Management:** Use resources wisely and work efficiently to meet project goals.
- **Continuous Improvement:** Engage in continuous learning and feedback to enhance professional skills.

### Qualifications:

- Bachelor's degree or diploma in Social Work, Psychology, or related field.
- Minimum of three years of related work experience.
- Knowledge of acquired brain injury and experience in crisis intervention.
- Strong organizational skills and ability to work under pressure independently.

### Additional Skills and Attributes:

- Proficient in maintaining accurate case files and managing confidential information securely.
- Excellent communication skills, adapting to the needs of clients.
- Ability to develop and maintain positive relationships with community organizations.

### Contractor Requirements

- **Autonomy:** You will determine your work methods and manage your schedule to meet the needs of the role.
- **Tools and Equipment:** You must generally provide your own tools and equipment necessary to perform your duties. However, due to the sensitive nature of our client information, a laptop will be provided for you to use for all work-related tasks. This is to ensure compliance with our strict privacy and security protocols.
- **Insurance and Liability:** You are expected to carry your own professional liability insurance.
- **Tax Responsibilities:** You are responsible for managing and paying your own taxes and social security contributions.

### Application Process

Interested candidates should email their resume and a cover letter with "Independent Contractor – Case Manager" in the subject line to: Pam Prewett, Executive Director, at [pamp@vbis.ca](mailto:pamp@vbis.ca). Your cover letter should discuss a previous case or project where you navigated complex client needs and how you managed the challenges encountered. Additionally, outline your experience with remote work environments and how you maintain productivity and communication with a distributed team.

**Application Deadline:**

Open until filled

The Victoria Brain Injury Society is committed to employment equity and encourages applications from people living with a brain injury, visible minorities, and persons from culturally diverse backgrounds. We encourage applications from candidates who reflect the diversity of our community.