

Currently we are accepting applications to fill a

Part Time Bilingual After Hours Worker vacancy at our office in **Sudbury**

If you are a graduate from a Bachelor of Social Work or Master of Social Work program please submit an updated cover letter and resume.

If you are a graduate from a Bachelor of Arts program in the Social Sciences please submit a cover letter, resume (highlighting any child welfare experience you may have) and copy of your transcripts from your post graduate degree so we can assess your eligibility to apply as a Child Protection worker.

FOR ADDITIONAL information on the job duties and responsibilities of a Child Protection Worker please see the Job Description attached below. NOTE: Appendix B pertains to the Family Assessment and Planning Team functions that we are currently accepting resumes for and Appendix E - After Hours function.

DEADLINE for this recruitment will be:

Friday August 30, 2013

Submit your application as soon as possible to be considered for future vacancies.

Eligible candidates will be invited to a pre-screening interview which will include the following:

- A verbal interview;
- written testing;
- Written consent (i.e. internal child welfare check, reference checks and academic standing confirmation).

Successful candidates being considered for hire will require the following:

- A Police Record Check which includes the vulnerable sector search. (**NOTE: Do not submit in advance** – the Record Check must be dated within 30 days of your start date).
- A valid Class "G" driver's license, a clean driver's abstract, and liability insurance coverage of up to a million dollars.
- A cell phone (Note: An Agency cell phone subsidy is provided)

Send documentation to:

Hr.recruitment@casdsm.on.ca or fax to 705-521-7371

JOB DESCRIPTION

TITLE	Child Protection Worker	DATE DRAFTED:	
DEPARTMENT:	Services	DATE APPROVED:	October 22, 2012
UNIT:	Various Service Units	DATE(S) REVISED:	January 9, 2013
REPORTS TO:	Service Supervisor	LOCATION:	Sudbury
SALARY GRID:	Child Protection Worker	AFFILIATION:	Union

JOB FUNCTION:

Under the supervision of the Service Supervisor, the incumbent is responsible for providing comprehensive Child Welfare services to children, youth and families ensuring their immediate and ongoing safety.

DUTIES AND RESPONSIBILITIES:

All functions:

1. Complete all documentation required within Ministry standards.
 - Document all contacts in case notes.
 - Complete and/or update recording documents.
 - Ensure service files are current and contain all pertinent information.
2. Practice in an evidence-informed manner.
 - Participate in professional development activities, training, and education and integrate new clinical knowledge and skills into practice.
 - Participate in team/function and staff meetings.
3. Receive, document, and investigate referrals regarding concerns about child maltreatment.
4. Perform all other related duties as required.

Refer to attached appendices for specific duties and responsibilities of the following functions:

- Appendix A – Screening
- Appendix B – Family Assessment and Planning
- Appendix C – Children's Services
- Appendix D – Continuum of Care
- Appendix E – After Hours
- Appendix F – Floater

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QUALIFICATIONS:

Education:

Bachelor of Social Work degree (B.S.W.) preferred, or a degree in an equivalent field of study with relevant experience.

Experience:

Minimum two (2) years of experience working in child protection services, including working in a French work environment where designated.

REQUIREMENTS:

- Knowledge of relevant legislation, regulations, and Ministry standards (e.g. the Child and Family Services Act).
- Good understanding of the agency's values, service philosophy and objectives.
- Clinical knowledge of child maltreatment, child development, attachment and separation, and family dynamics and knowledge of social work theories, principles, and practices.
- Demonstrated clinical and counseling skills to provide assessment, engagement and support services to children, youth, families, and alternate care providers.
- Familiarity with community resources.
- Demonstrated ability to work effectively both independently and within a team.
- Demonstrated problem solving, planning, priority-setting, and conflict resolution skills.
- Demonstrated presentation skills to represent the society in the community and legal proceedings.
- Commitment to acquire and update professional skills and clinical knowledge through participation in training, education, and other professional development opportunities.
- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of agency departments/staff.
- Demonstrated cultural competencies in service delivery.
- Ability to maintain the appropriate safeguards for the confidentiality of Agency and client information.
- Extensive knowledge and proficient competence of computer software (e.g. Microsoft Office (Excel, Word), Lotus-Notes, Frontline).
- Excellent use of English; verbally and written.
- Excellent French verbal and written skills where designated.
- Knowledge of First Nations culture, traditions, and practices where designated.
- Possess and maintain a valid Class "G" Driver's Licence and personal insurance coverage with access to a reliable vehicle.
- Provide a Criminal Records Check including Vulnerable Sector Search.

APPROVED BY:

EXECUTIVE DIRECTOR

DATE

DIRECTOR OF SERVICES

DATE

MANAGER OF HUMAN RESOURCES AND
LABOUR RELATIONS

DATE

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Appendix A – Screening Function

DUTIES AND RESPONSIBILITIES:

1. Receive, document and investigate referrals regarding concerns about child maltreatment.
 - Gather detailed information from the referral source.
 - Conduct internal and provincial record checks and review family history, including cross-reference files.
 - Code information using Ministry guidelines.
 - Determine disposition and response time.
 - Receive referrals and conduct investigations in keeping with Ministry standards, agency policies, and relevant community and Band protocols.
2. Respond to inquiries from the public, individuals in receipt of services, alternative caregivers, and community professionals.
3. Provide information about the role and mandate of the agency, various service functions, and other community resources.
4. Liaise with other community professionals on behalf of individuals in receipt of services.
5. Maintain a caseload of community link files.
6. Receive, document, and maintain file disclosure requests.
7. Review all relevant files, including cross-reference files.
8. Prepare summary reports, ensuring that all privileged and/or confidential material is omitted.
9. Coordinate the release of file disclosure.
10. Perform other related duties as required.

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Appendix B – Family Assessment and Planning Function:

DUTIES AND RESPONSIBILITIES:

1. Receive, document and investigate referrals regarding concerns about child maltreatment.
 - Gather detailed information from the referral source.
 - Conduct internal and provincial record checks and review family history, including cross-reference files.
 - Code information using Ministry guidelines.
 - Determine disposition and response time.
 - Receive referrals and conduct investigations in keeping with Ministry standards, agency policies, and relevant community and Band protocols.
 - Create safety plans for children and engage extended family and community support.
2. Secure alternate placements, seek out extended family and community placement options, and assess the safety of kinship placement options according to Ministry directives and agency guidelines.
3. Address the needs of the parents and other family members during an alternate placement and provide support to foster parents and other alternative caregivers.
4. Engage in permanency planning and arrange/supervise access visits.
5. Conduct family-centred conferences for service planning and problem-solving purposes and participate in meetings (i.e. OnLAC Plan of Care) when required.
6. Maintain a caseload of initial investigation, ongoing protection, and/or other child welfare files.
7. Liaise with other Society staff, community service providers and stakeholders.
8. Participate in internal and external case conferences.
9. Assess risk of harm and determine case plan accordingly.
10. Maintain regular home visits in keeping with the assessed risk level.
11. Provide information regarding relevant community services and facilitate the participation of children and families in community-based services.
12. Initiate court applications, participate and provide evidence to justify the agency's actions, where necessary.
13. Consider the possibility of Alternative Dispute Resolution, document the rationale, and make any necessary referrals.
14. Complete court documentation as required (e.g. protection applications, brief statement of facts, affidavits).
15. Ensure service of court documentation on all relevant parties, including the explanation of court processes to children and youth.
16. Liaise and consult with legal counsel, including counsel from the Office of the Children's Lawyer if required.
17. Attend court, testify at court hearings and trials, and provide support during the process to children, youth, families and foster families.
18. Perform other related duties as required.

Appendix C – Children’s Services Function:**DUTIES AND RESPONSIBILITIES:**

1. Facilitate the admission, placement, and discharge of children and youth.
 - Lead the transition of children/youth during the placement and discharge process.
 - Arrange pre-placement visits wherever possible and maintain regular visits with children, youth, foster parents and alternate caregivers in keeping with Ministry standards, agency policy and the needs of the child/youth.
 - Ensure regular medical, dental and optical examinations occur.
 - Inform the child, youth and their caregiver of their Rights and Responsibilities.
 - Ensure that relevant changes to the child’s/youth’s status, situation, or placement is communicated to all relevant family members, agency staff, community professionals and Band Representatives.
 - Lead or participate in investigations into non-protection child care complaints.
 - Complete post-placement/exit interviews with children and youth when a placement change has occurred.
2. Maintain a caseload of Children’s Services files and review case history in all relevant files pertaining to children, youth and their families.
3. Coordinate, facilitate and chair meetings (i.e. OnLAC plan of care)
4. Participate in Family Centered Conferences, internal and external case conferences.
5. Engage in effective case management techniques and permanency planning.
6. Liaise with other Society staff, community service providers and stakeholders.
7. Attend school meetings (e.g. Identification, Placement and Review Committee (IPRC) meetings) and participate in the development of plans to meet unique educational needs of children and youth.
8. Arrange and supervise access visits and meaningful sibling contact.
9. Support the continuity of placements to enhance the stability of children and youth in care.
10. Seek out and maintain family and community connections for children and youth in care, including cultural affiliations.
11. Consider the possibility of Alternative Dispute Resolution, document the rationale, and make any necessary referrals.
12. Complete court documentation as required (e.g. protection applications, brief statement of facts, affidavits).
13. Liaise and consult with legal counsel, including counsel from the Office of the Children’s Lawyer if required.
14. Provide services to approved adoption homes where a child is on adoption probation.
15. Perform other related duties as required.

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Appendix D – Continuum of Care Function:**DUTIES AND RESPONSIBILITIES:**

1. Recruit foster, adoption home applicants, kinship placements and respond to inquiries and referral.
 - Provide information and gather information from interested applicants.
 - Complete all relevant record checks and review all relevant case files, including cross-reference files.
 - Contact and engage extended family and community members for placement and/or maintaining family connections with children.

2. Assess the suitability of potential foster families, adoption families, kinship care families, group care facilities and kinship service families.
 - Maintain a caseload of foster care, adoption applicants, kinship care applicants and kinship services home studies.
 - Provide training to applicants (e.g. PRIDE).
 - Conduct SAFE home studies and kin family assessments in accordance with agency policy and Ministry standards and perform physical safety checks of applicant homes.
 - Interview/assess all members of foster/adoptive/kinship care family/kin family residing in the prospective home and assess the suitability of group care facilities.
 - Request and review required documentation (e.g. police checks, file disclosure from other agencies, medical information, case file information).
 - Write home study reports and kinship service assessment reports.

3. Provide ongoing services, development and training to approved foster care, adoption and kinship care families and kinship service families.
 - Maintain a caseload of approved resource homes, including group care facilities and open kinship service homes.
 - Assess the needs of the resource and kinship service family and develop a service plan including training and referrals to relevant community or agency resources.
 - Support and develop resource families/kinship service families to ensure that the needs of the child(ren) placed in their care are met.
 - Assist resource families/kinship caregivers with issues related to family dynamics (i.e. collaboration with biological parents, managing access schedules and visits, the integration of the child in the resource/kin family, etc.).
 - Educate and interpret agency policies and procedures for resource families and kin caregivers.
 - Facilitate relief and vacation requests for resource/kinship service families.
 - Ensure resource homes/group care facilities/kinship service homes meet standards and are in compliance with agency policy.
 - Develop curricula and/or provide relevant training to resource families/kinship caregiver, either individually or in groups.
 - Maintain regular private visits with children placed in kinship care placements, including compliance with the mandatory visits.
 - Provide support during any child protection investigation.
 - Seek placement resources when children and youth are admitted to care or require a placement change.
 - Lead or participate in investigations related to Non-Protection child care complaints.

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Appendix D – Continuum of Care Function:

DUTIES AND RESPONSIBILITIES continued:

4. Receive, document and investigate referrals regarding concerns about child maltreatment.
 - Gather detailed information from the referral source.
 - Conduct thorough internal and provincial record checks and review all family history, including cross-reference files.
 - Code the information accurately using the relevant Ministry guidelines.
 - Determine the disposition and response time.
 - Conduct child protection investigations in keeping with Ministry, agency policies, and relevant community and Band protocols.
 - Create safety plans for children and engage extended family and community support.
5. Maintain ongoing communication with relevant agency staff in relation to children/youth placed in resource homes/group care facilities/kinship service families.
6. Coordinate recruitment activities and provide orientation, information sessions, and training on the Continuum of Care service model and the Kinship Service model.
7. Participate in relevant task forces, work groups and committees and the evaluation of foster care, adoption, kinship care services and kinship services program.
8. Research and develop new strategies in providing foster care, adoption, kinship care services and kinship support services.
9. Perform other related duties as required.

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Appendix E – After Hours Function:**DUTIES AND RESPONSIBILITIES:**

1. Respond to inquiries from the public, individuals in receipt of services, alternative caregivers, and community professionals.
 - Respond to inquiries, referrals, and service demands specific to the needs of children/youth in care.
 - Provide information about the role and mandate of the agency, various service functions, and other community resources.
 - Liaise with other community professionals on behalf of individuals in receipt of services.
 - Provide support/services to foster parents on an as needed basis.
2. Receive, document and investigate referrals regarding concerns about child maltreatment.
 - Gather detailed information from the referral source.
 - Conduct thorough internal and provincial record checks, review all family history, including cross-reference files, and code the information using the relevant Ministry guidelines.
 - Determine the disposition and response time and conduct thorough and comprehensive child protection investigations in keeping with Ministry standards, agency policies, and relevant community and Band protocols.
 - Utilize forensic interviewing techniques during investigative interviews.
 - Create safety plans for children and engage extended family and community support.
 - Complete court documentation, appear and testify in court.
3. Secure alternate placements when necessary (i.e. kinship and foster care options).
4. Ensure best practices are followed when placing children to facilitate the child's transition.
5. Provide support to foster parents and other alternative caregivers during the placement process.
6. Complete all documentation required within Ministry standards and agency time frames (i.e. contacts, case notes, and recording documents).
7. Distribute all documentation to relevant workers and supervisors by the opening of the next business day and/or as soon as possible as deemed necessary and in consultation with the assigned supervisor.
8. Ensure service files are current and contain all pertinent information.
9. Perform other related duties as required.

REQUIREMENTS:

- Work regular evening hours (4:30 p.m. to 8:30 a.m.) and weekend hours (Friday 4:30 p.m. through Monday 8:30 a.m.) including statutory holidays, and work normal operation hours as required.
- Access to high speed internet at the home office.
- Home office must be within cell phone and pager range.
- Employee must be in the agency's jurisdiction while on call.

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Appendix F – Floater Function:

DUTIES AND RESPONSIBILITIES:

1. Fulfill all the duties, tasks, and responsibilities required in any of the following Child Protection Worker functions:
 - Screening.
 - Family Assessment and Planning.
 - Children’s Services.
 - Continuum of Care.
2. Perform other related duties as required.

REQUIREMENTS:

Cross functional experience an asset.