



If you are looking to join an organization which offers a  
meaningful **JOB OPPORTUNITY** then **CAST** is the  
place for you!

The Children's Aid Society of (CAST) is proud of their long history of leadership in protecting children and their commitment to the provision of quality service to children and their families. If you are looking to make a difference in the lives of children, we have an opportunity for you. The following opportunity is available and applications are invited:

**Job Title:** Child Welfare Supervisor  
**Location:** Sheppard/Downsview  
**Branch:** Resources for Children and Youth  
**Report to:** Director, Resources for Children and Youth Branch

**SALARY RANGE: \$92,522 - \$110,187**

**PURPOSE:**

Supervises and provides ongoing support and clinical direction to a multi-disciplinary team of staff delivering foster care resource services to children and families, adhering to the standards set out in the Child and Family Services Act, Ministry guidelines, Foster Care Licensing Standards, the Ontario Kinship Service Standards, the Ontario Practice Model and CAST policies, protocols, procedures and best practice standards.

**MAJOR RESPONSIBILITIES:**

1. Provides supervision, coordination and leadership to a multi-disciplinary team of staff including hiring, determining work priorities, assignments, providing direction and training, setting performance standards, conducting performance appraisals, etc.
2. Provides individual clinical supervision and direction to the team including facilitating and supporting staff in the ongoing support and training of foster parents, the ongoing evaluation of the foster home and ensuring quality assurance in the delivery of care to children and youth in the foster home. Provides on-going professional expertise, support and training to team members.
3. Reviews for accuracy and thoroughness numerous case documents including foster home-study assessments, planning documents and case recordings, requisitions, etc.
4. Participates in the Society's annual Foster Care Licensing Review providing direction, support and leadership to staff in ensuring Ministry compliance in service delivery.
5. Provides information and recommendations to the Branch Director regarding case management decisions and plans for cases of a particularly contentious, sensitive, complex or high risk nature.

6. Promotes excellence in the delivery of client service and support staff in the handling of complex and sensitive cases and care plans, provides a team environment in which workers can examine personal feelings related to specific cases, and facilitates the empowerment of staff in decisions which affect their working conditions and/or professional development.
7. Supervises the development and implementation of agency foster care recruitment and retention strategies and plan and ensure objectives are met.
8. Supervises the development and implementation of resource parent curriculum and other resources for care providers and track budget requirements and expenses.
9. Participates as a member of the Branch Management Team in the development and implementation of branch service plans and priorities. Provides input to the development of Branch and Society policies and procedures.
10. Initiates and maintains effective partnership relationships with various internal/ external resources/ services in an effort to promote and continue the development of the foster care resource service of the Society.
11. Leads and/or participates on a number of Branch, Agency or community committees.
12. Acts as Duty Supervisor within the Branch on a regular basis, rotating with other Supervisors in the Branch.
13. Participates in the development and implementation of research to evaluate the effectiveness, quality and relevance of the foster care resource program.
14. Takes leadership in the development of best practice models for foster care resource services and promotes such services through direct training and forming effective linkages with other key service providers both within and external to the agency.
15. Ensures Society's Code of Ethics, Confidentiality, Anti-Oppression/ Anti-Racism, Harassment & Discrimination policies, etc. are incorporated into self and team.
16. Creates and leads teams that reflect diversity, support differences and encourages different perspectives.
17. Uses sound judgment in consideration of financial resources within branch/departmental budget.
18. Ensures compliance with Society's financial policies and procedures.
19. Works, and ensure assigned staff works, in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
20. Performs additional duties, as assigned.

### **QUALIFICATIONS:**

#### **Education and Experience**

- Bachelor Degree (B.S.W. or M.S.W. degree preferred) and three (3) years' experience in Child Protection.

#### **Knowledge and Skills**

- Extensive knowledge of the Child and Family Services Act, Ministry guidelines, Foster Care Licensing Standards, the Ontario Kinship Service Standards, the Ontario Practice Model and CAST policies, protocols, procedures and best practice standards.
- In depth experiential and theoretical knowledge related to the practice of child welfare.
- Demonstrated supervisory and leadership skills with a strong emphasis on a balanced participatory and action oriented work/ management style.
- Excellent written and verbal communication skills.
- Demonstrated strong ability to resolve conflicts, elicit cooperation, negotiate and collaborate.

- Competence in problem analysis, judgement and decision making, especially under difficult circumstances with minimum information and rigid time constraints.
- Knowledge of computer applications with the demonstrated proficiency in the use of CPIN preferred.
- Demonstrated ability to prioritize competing work demands and to manage a high volume of work.
- Consultative and presentation skills to liaise effectively with a broad range of community resources and services.
- Strong administrative and program development skills.
- Working knowledge of child welfare transformation issues pertaining to children and families including the pillars of permanency.
- Demonstrated experience in project management.
- Knowledge of the Anti-Oppression/Anti-Racism Policy and demonstrated commitment and skill to working within the policy's framework.

**ASSETS:**

- Experience in developing and/or managing a specialized service
- Breadth of experience in Child Welfare

**THIS POSITION IS NOT WITHIN THE BARGAINING UNIT**

**Anti-Oppression/Anti-Racism at CAST**

*CAST is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

**Accommodation at CAST**

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

Please apply online at [www.torontocas.ca](http://www.torontocas.ca) under employment section or applications can be faxed (416-324-2400), or mailed (30 Isabella Street, 5th Floor) to the attention of Human Resources. Only qualified applicants will be acknowledged.

**POSTING DEADLINE: February 28, 2017**