



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.

This is an on-going job posting that we have up all year round. We will collect and review applications from candidates constantly. Only those applicants who closely meet our job requirements will be contacted to participate in the selection process, if and when a position becomes available. If you have not heard from us in more than 6 months, please update your resume with any training, work experience, etc., that could be deemed relevant to the position.

Positions available with the Children's Aid Society of Toronto include:

• **INTAKE WORKER**

Centralized Intake Branch located Downtown Toronto near Yonge/Bloor Streets.

• **FAMILY SERVICE WORKER**

Located in Downtown Toronto, Toronto (West End), and Scarborough.

• **CHILDREN'S SERVICE WORKER**

Located in Downtown Toronto, Toronto (West End) and Scarborough.

SALARY RANGE: \$75,191 - \$91,268

JOB SUMMARIES:

INTAKE WORKER: The Intake Worker is responsible for completing investigations and assessing the need to ensure safety of children in accordance with provisions of the Child and Family Services Act, Ministry Standards, Abuse Protocols, risk assessment tool and the Children's Aid Society of Toronto policies and procedures.

- Receives and reviews referral and requests for service to determine eligibility,
- Conducts case investigations,
- Assesses risk,
- Intervenes in crisis situations,
- Provides short term counseling services for clients and makes referrals,

- Coordinates requirements for court hearings,
- Appears as a witness in child welfare, criminal or juvenile court,
- Prepares recording of case information including family case histories, correspondence and legal forms,
- Conducts and participates in physical and sexual abuse investigations.

FAMILY SERVICE WORKER: The Family Service Worker provides for and promote child safety, well being, and permanency by conducting protection investigations, carrying out assessments, developing objectives and implementing service plans for children and their families.

- Conducts child protection investigations,
- Intervenes in crisis situations,
- Initiates a relationship with the child and family to facilitate assessment, response and reduce potential risk to the child(ren),
- Implements a service plan, providing counseling and conducting ongoing assessment of child protection issues,
- Coordinates requirements for court hearings,
- Appears as a witness in child welfare, criminal or youth court,
- Prepares recording of case information including family case histories, correspondence and legal forms,
- Assess and approve kin/kith for out of home placement of child,
- Determines the need for and recommends admission of children to care as required.

CHILDREN'S SERVICE WORKER: The Children's Service Worker carries out assessments, arranges for placement and develops plans for children in care in order to ensure the protection of children as prescribed under the Child & Family Services Act of Ontario.

- Conducts an assessment of physical, mental, emotional and social needs of child(ren) in the Society's care,
- Develops and implements appropriate short and long term plans of care,
- Provides counseling to the child and initiates and coordinates support linkages for the child with resources,
- Acts as a support for child during the conducting of physical and or sexual abuse investigations,
- Facilitates ongoing contact with child and biological family members,
- Provides support to the child and intervenes in crisis situations,
- Appears as a witness in child welfare, criminal and youth court,
- Prepares recording of case information including family case histories, correspondence and legal forms,
- Where repatriation is in the service plan, works to manage and facilitate a successful reintegration.

QUALIFICATIONS:

Education and Experience:

- M.S.W. or B.S.W.; or
- Master's degree in a related field with 1 year direct experience or 2 year's relevant experience; or
- Honour BA/BSc in a related field with 1 year direct experience or 3 year's relevant experience; or
- BA/BSc in a related field with 2 year's direct experience or 4 year's relevant experience; or
- BA/BSc degree in an unrelated field with 2 year's direct experience or 5 year's relevant experience

Knowledge and Skills:

- Conceptual framework for the practice of social work, especially crisis theory.
- Ability in investigation with a high level of assessment skills.
- Ability to be decisive and effective under pressure.
- Comfort with and effectiveness in the use of authority.
- Ability to write clear and concise case notes, recordings and reports on time.
- Ability to communicate effectively with particular emphasis on competence in problem solving and conflict resolution.
- Ability to work co-operatively, both in consultation and jointly with other professionals.
- Ability to work co-operatively within many teams and to elicit co-operation from others.
- Ability to work independently and to take responsibility for one's own workload.
- Ability to manage time well, conducting investigations in a timely manner and completing administrative tasks within specified deadlines.
- High energy level and desire for an exceptionally high level of stimulation, variety and change.
- Proficiency in computer software (ex. Microsoft Word).
- Valid Ontario G or G2 Driver's License.
- Access to a vehicle for Agency work.

ASSETS:

- Previous child welfare placement or work experience.
- Proficiency in a second language.
- Knowledge of resources in the Toronto area.

POSITIONS ARE WITHIN THE BARGAINING UNIT OF CUPE 2316

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 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: October 31, 2017

This is an ongoing recruitment posting, we will collect and review applications from candidates constantly. Should there be no current employment opportunities, your application will remain with us for 6 months for future consideration.