



Job Information

Job Title	Family Service/Child in Care/Intake Workers
Location	Geographical Location of Lanark, Leeds and Grenville
Reports to	Service Manager
Term	Casual - After Hours
Estimated Start Date	ASAP
Evaluation Salary Band	After Hours Rate
Type of Position	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Other:
Posting Date: June 18 2018	Closing Date: Open

All interested applicants should advise HR at; hr@fcsllg.ca in writing quoting competition COMP 2018 - 06

Family and Children's Services of Lanark, Leeds and Grenville (FCSSLG) is committed to providing accessible child protection services to the community. This commitment to meeting the needs of persons with disabilities exists in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

Job Summary

These positions will be responsible for service in the following areas; Family Service/Permanency, Child in Care and Intake and Assessment. The delivery of services will be in alignment with the Child and Family Services Act and the vision, mission, values and overall strategic direction of FCSSLG. These positions may carry a generic caseload.

Key Tasks and Responsibilities

Functional Duties

- Understand and comply with all corporation policies, procedures, programs, practices, guidelines, and work routines including but not limited to:
 - Assuming case responsibilities as directed
 - Investigate and assess allegations of child abuse or neglect
 - Working with children and families in a goal-directed manner, which may include assessment of service needs and the coordination of service delivery
 - Developing and facilitating plans of care for children in care
 - The completion of all assigned family court intervention
 - The completion of formal case documentation including the maintenance of contemporaneous case notes
 - To undertake after hours emergency duty as required
- Be aware of roles and responsibilities under the Ontario Occupational Health and Safety Act, Regulations, and agency health and safety policies and performs duties in a manner that ensures safety at all times.
- Identify in consultation with the manager risks which may have implications for the corporation, including serious occurrences and complaints
- Meet accountabilities and achieve continuous quality improvement in all activities
- Participate in team meetings, staff meetings, training sessions
- Act as a liaison with community and provincial organizations as required



- Provide assistance and back up coverage to other workers as assigned
- Undertake all other assigned duties as required

Relationship Duties

- Demonstrate behaviours, actions and attitudes that are consistent with FCSSLG's vision, mission and values
- Develop and foster respectful and accountable working relationships with key stakeholders, internal and external to the FCSSLG
- Demonstrate effective and professional behaviour that will create an environment to achieve organizational outcomes
- Demonstrate abilities to work within a constantly changing environment

Team Building/Interpersonal Duties

- Demonstrate professional, respectful, collaborative working relationships
- Active participation and engagement in continuous learning activities
- Professional standards of communications with all internal and external contacts

Core Competencies

Background/Education/Experience

- Education: BSW/MSW
- Authorized Child Protection Worker
- Minimum 2 years experience working with families and children, preferably in child protection
- Satisfactory Police Records Check
- Valid Driver's License, and access to a reliable motor vehicle with business class liability insurance

Skills and Attributes

- Knowledge of child protection and assigned functional skills, including Child and Family Services Act, Ministry standards and directives and all related legislation relevant to the scope of the assigned functional requirement for this position
- Ability to align behaviours in support of the corporation's mission, vision, core values, and beliefs
- Understanding of and an ability to work in an environment of change and acceptance of the challenges inherent in an environment of change
- Ability to collaborate and maintain positive partnerships with all relevant key stakeholders aimed at building strong, sustainable relationships and supporting constructive and creating problem resolution
- Demonstrate written and oral communication skills
- Computer aptitude and proficiency
- Demonstrated analytical analysis skills, with attention to detail
- Demonstrated organizational and time management skills with the ability to meet tight deadlines
- Ability to work independently with a high level of initiative and self-direction
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties
- Ability to meet performance and financial objectives

Efforts and Working Conditions

- Work is primarily performed out of the office, as well as at a desk in a normal office environment with regular meetings with children, families and other professionals
- Long periods of sitting and computer/phone use
- Multi-tasks within a fast-paced, high-volume and demanding environment



**FAMILY AND
CHILDREN'S
SERVICES**

of Lanark, Leeds and Grenville

EXTERNAL POSTING

- Required to listen to and reconcile multiple points of view being discussed/presented
- Frequent interruptions often dealing with critical issues
- Frequent travel within the FCSSLG region with occasional travel to satellite offices
- May be exposed to potentially hazardous environments including driving conditions, volatile situations and risks associated with a standard office
- Can work non-routine/flexible hours and evenings
- Occasional lifting of children or heavy objects may be required
- Regularly works in emotionally charged situations requiring resolution