

## **Job Description**

POSITION:	Investigation and Assessment Worker
ACCOUNTABILITY:	Investigation and Assessment Supervisor
CLASSIFICATION:	Full-time
DATE APPROVED:	May 27, 2014

### **JOB PURPOSE**

Reporting to the Investigation and Assessment Supervisor, the Investigation and Assessment Worker is responsible for ensuring safety of children by completing investigations and assessing needs in accordance with the provisions of the Child and Family Services Act, Ministry Standards, Child Protection Protocols, Risk Assessment Tools, Agency policies and procedures and First Nation community standards of practice.

### **KEY JOB FUNCTIONS**

#### **Investigation and Assessment:**

Conduct child protection investigations and assess risk to children and youth in accordance with the Child and Family Services Act.

- Receive and review referrals and requests for service to determine eligibility and jurisdiction
- Conduct case investigations including interventions in crisis situations
- Assess risk to children utilizing risk and assessment tools, standards and guidelines and Agency policies and procedures
- Conduct joint investigations and home visits with police as appropriate to ensure the safety of children
- Interview and assess all parties involved including referral source, children and extended families
- Obtain information from the 'Fast Track Information' System and any other Children's Aid Societies
- Complete Assessments for the purpose of formulating treatment and service plans
- Provide short-term counseling services to children and families and make appropriate referrals
- Consult with community partners in developing appropriate extended family and Alternative Care placements and admit children into the care and custody of the Agency when necessary
- Prepare children for admission into care of Agency
- Prepare and complete legal documentation for children coming into care
- Document, complete and coordinate all requirements for court hearings
- Appear as a witness in child welfare, criminal or family court
- Prepare children and families for the transfer of service from Intake and Investigation to Ongoing Services
- Prepare and attend transfer interviews and conferences

#### **Reporting and Recording:**

Complete all case management reporting and recording requirements as required.

- Ensure completion of People profile, intake and new referral information in Agency database
- Ensure completion of Agency prescribed case management notes within prescribed timeframe
- Ensure completion of Investigation of Allegation & Concerns Module, Safety Assessment, Risk Assessment, Comprehensive Protection Assessment, Plans of Service, 90 Day Eligibility Review and Case Activity Modules
- Prepare admission information for children admitted into care
- Obtain supervisory approval and sign off on case recording documentation
- Collaborate with First Nation designated authority in making decisions regarding investigations and service plans

### **Relationship and Team Building:**

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served
- Ensure appropriate communication and consultation with Supervisor at appropriate times
- Ensure effective and professional communications with all internal and external service providers including Alternative Care homes, police, schools and medical professionals
- Share information according to privacy and/or confidentiality guidelines
- Work respectfully, positively, professionally and collaboratively with team members

### **Administration and Reporting:**

Complete administrative functions, reports and adhere to Agency policies, procedures and relevant practices.

- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain a detailed work plan of activities
- Develop and maintain accurate, up-to-date and concise work files
- Prepare and deliver reports
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

### **Other Duties:**

- Assist in training and orientation of peers and students
- Participate in internal or external committees as required or requested
- Other duties as required and assigned

## **QUALIFICATIONS**

### **Minimum Education**

- Bachelor of Social Work Degree is preferred
- Community College Diploma in Social Services or Native Child Welfare Worker may be considered

### **Minimum Experience**

- Two (2) years' direct experience in a Social Services Agency

### **Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Solid knowledge of the Child and Family Services Act, Eligibility Spectrum, Ontario Safety Assessment, Family Risk Assessment and Strengths and Needs Assessment
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies
- Thorough knowledge of the stages, process and milestones of normal development of children from birth to adolescence

### **Special Skills**

- Excellent interpersonal skills
- Demonstrated capability in crisis intervention, conflict resolution, mediation and problem solving
- Excellent written and oral communication skills
- Strong organizational and administrative skills
- Proficiency in completing legal documentation
- Excellent computer skills

- Proven ability to work with First Nation communities and people
- Ability to work with and meet tight timelines
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

**Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class ‘G’ Ontario Driver’s Licence, access to a vehicle and the ability to travel

**WORK SITE LOCATION**

The location of this position is to be determined.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Investigation and Assessment Worker will typically be in a home or office setting with regular meetings with children, families and other professionals. The Investigation and Assessment Worker is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Investigation and Assessment Worker will be required to travel to meetings and home visits within the District.

Investigation and Assessment Workers must be able to multi-task within a fast-paced, high-volume and demanding environment. The Investigation and Assessment worker absorbs and interprets information from multiple parties on a regular basis and is required to listen and reconcile multiple points of view, which can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Investigation and Assessment Worker to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

The Investigation and Assessment Worker may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

**TECHNOLOGY & EQUIPMENT**

Computer, photocopier, telephone, fax machine and cell phone

**SUPERVISORY RESPONSIBILITY**

This position is not required to supervise any staff.

**KEY RELATIONSHIPS**

**Internal**

The position requires interaction with the Investigation and Assessment Supervisor, Team Supervisors, Manager of Legal Services, Child Welfare Front Line Staff, Children Support Workers, Client Records Clerks, Cultural Services Department, Administrative Assistant and other staff.

**External**

The position requires interaction with the Ministry of Child and Youth Services, Children’s Aid Societies, other First Nation communities and all service related agencies within the First Nation that respond to child welfare service delivery needs.

**DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

**SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



# NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

## EMPLOYMENT OPPORTUNITY

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire **three (3)**:

**PERMANENT FULL-TIME  
INVESTIGATION & ASSESSMENT WORKERS (3) – EAST**  
Salary Range: \$58,518.00 – \$71,881.00

### Job Summary

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### Qualifications

- Bachelor of Social Work Degree is preferred
- Community College Diploma in Social Services or Native Child Welfare Worker
- Two (2) years' direct experience in a Social Services Agency

### Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

**Wednesday, March 13, 2019 – 4:00 pm**

### Hiring Committee

Nogdawindamin Family and Community Services  
210B Gran Street, Batchewana First Nation, ON P6A 0C4  
FAX (705) 946-3717      Email: [hr@nog.ca](mailto:hr@nog.ca)

Preference will be given to applicants of native ancestry.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at [www.nog.ca](http://www.nog.ca)