



**York Region Children's Aid Society**

16915 Leslie Street

Newmarket, Ontario L3Y 9A1

email: [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org) fax: 905-898-7741

2019-07

February 28, 2019

Applications are now invited for the position of:

**INTAKE & ASSESSMENT WORKER**

**1-year contract**

**Richmond Hill Office**

**NATURE OF POSITION:**

1. To screen all calls directed to the Intake & Assessment Department to determine whether a referral is eligible for services according to the Risk Assessment Model for Child Protection in Ontario, Revised 2000.
2. To provide information, consultation, assessment, crisis intervention to sources of referral such as other professionals and liaises closely with other service providers in the community to ensure optimum delivery of services.
3. Where a referral is not eligible for services, provides by telephone brief supportive services and referrals to other resources in the community where appropriate.
4. Where a referral is eligible for services performs an investigation according to the Risk Assessment Model, including performing a Safety Assessment and making Verification and Protection decisions.
5. To ensure immediate safety of children through a Safety plan that may include, where appropriate, apprehending children from their home and placing them in the care of the Society. To prepare admission information for children admitted into care.
6. To assess requests for financial assistance for clients and arrange for such assistance if deemed justified and necessary.
7. To prepare clients for the transfer of service from Intake to Ongoing child protection services, including transfer conferences and transfer interviews.
8. To present abuse cases at the Society's Child Abuse Review Team and submit reports to the Child Abuse Register should the Child Abuse Review Team so recommend.
9. To investigate cases of alleged physical and/or sexual abuse involving children in care of the Society and in some cases wards of other Societies placed in York Region. To conduct joint investigations with the police, where appropriate, the parent Society, and with the Ministry regarding abuse involving any child in care of the Society.
10. To conduct joint investigations with police, as appropriate to ensure the safety of children.

**REQUIRED KNOWLEDGE:**

- An excellent working knowledge of the Child Youth and Family Services Act, the Youth Criminal Justice Act and appropriate sections of the Criminal Code in order to determine and to take appropriate action regarding intake and abuse procedures.
- Good working knowledge of Ministry and Society standards and guidelines for the investigation of abuse cases.
- A good working knowledge of community resources to recommend programs for

effectively servicing children and families and sound negotiating skills to act as an advocate for the client.

- Excellent verbal communication skills in order to interact with clients, all levels of Society staff and management and community professionals.
- Interpersonal skills to liaise with other professionals and to deal effectively with clients specifically when required to use the authority inherent in the Society mandate. Ability to deal effectively with resulting hostility.
- Good analytical skills to assess referrals regarding possible child neglect/abuse, to determine the requirement for crisis intervention and take appropriate action.
- Well-developed diagnostic and assessment skills in order to recommend or carry out appropriate therapeutic interventions.
- Good organizational and coordination skills to respond to fluctuating workloads, respond immediately to crisis calls, and prioritize effectively.
- Teaching skills to provide community education in abuse and child welfare.
- Excellent written communication skills in order to document information in a clear, concise and accurate manner.
- Strong interviewing and crisis intervention skills in addition to a basic knowledge of child development.
- Refer to the approved job description for details of job duties and responsibilities.
- Bilingualism in French would be considered an asset.

**REQUIRED EDUCATION AND QUALIFICATIONS:**

- Bachelor of Social Work Degree, or
- BSW equivalency:
  - Master’s Degree in a Human Services related field, and a minimum of three (3) years relevant experience working with children and families.
  - Bachelor’s Degree in a Human Services related field, and a minimum of three (3) years relevant experience working with children and families.
  - CYW and a minimum of three (3) years relevant CAS experience providing service to children and families.

**PAY GRADE:**                    7                    (\$62,899.00 - \$81,941.00)

**HOURS OF WORK:**        33.75 Hours per Week

Candidate that meet the qualifications are welcome to apply for this position and should do so in writing to the Director of Human Resources, no later than 5:00 p.m. on March 8, 2019. Please quote job posting #2018-07

(The Agency will follow the procedures outlined in Article 16 – Job Posting, of the Collective Agreement)

*York Region Children’s Aid Society is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.*

*The Society encourages applications from all qualified individuals.*

*Applicants that may require accommodation during the selection process are encouraged to notify HR when contacted for an interview.*