

JOB DESCRIPTION

POSITION: CHILD PROTECTION WORKER – After Hours Service Program

ROLE SPECIFICS:

- Will cover duties related to all Child Protection departments while office is closed over the weekends between the hours of 2pm on Friday's and 10am on Monday's.
- Able to work from home but must have reliable internet connection. May be required to attend to matters in the community or may be required to attend the office at any time during their set shifts.
- The hours of work set out as per the agreement are an essential duty of the position of CPW-AHS. It is understood and agreed that it is a mandatory requirements of the worker in the position of CPW-AHS be available to work these hours of work, and that the ability to work After Hours (i.e. days, nights, weekend work, rotational shift schedule and up to thirteen hours per shift) constitutes an essential duty of this position.

MAJOR JOB RESPONSIBILITIES:

- Telephone Intake:
 - Respond to all calls received by the answering service and determine eligibility for service.
 - Complete all required documentation for any new or subsequent referrals and/or matters related to open files.
 - Complete Community Links as required.
- Assessment:
 - Complete Investigative Plan and Safety Assessment for any referrals with a response time less than 7 days.
 - Initiate a joint police investigation when required.
 - Develop safety plans with families to mitigate child protection concerns.
- Ongoing Services:
 - Provide regular check ins with safety plans on high risk matters
 - Follow-up on any urgent matters that occur over the weekend and complete required documentation for assigned worker.
- Kinship/Permanency:
 - Provide support to children/youth placed in care or with Kin and their caregivers as required.
 - Provide regular check ins with safety plan on high risk matters.
 - For any new Kin placements, assess family plans and complete the initial 5 point safety assessment.

- Legal:
 - Attend to all necessary legal procedures and documentation, including all court documentation and client contracts
 - Prepare cases for court and present evidence where necessary

GENERAL JOB RESPONSIBILITIES:

- Consistent with all other Child Protection positions, CPW-AHS will:
 - Attend to regular supervision;
 - Assist families to build and connect with their network supports and collaterals to obtain their first-hand impressions about overall family functioning, and utilize their supports to best aid the family in their own planning
 - Handle emergency admissions/taking children to a place of safety to gather relevant information about children and their families and their psychological and social functioning and to make recommendations based on psychological assessments
 - Intervene with families to prevent situations of child neglect and abuse
 - Refer to and collaborate with other agencies and professionals
 - Arrange and carry out foster placements, including emergency admissions
 - Maintain documentation in accordance with Ministry standards and Agency policies and procedures
 - Such other duties as may be deemed appropriate.

REQUIREMENTS:

- A valid driver's license is required
- Access to sufficient home internet services.
- Demonstrated high level skills in assessment and case planning and ability to provide ongoing intervention
- Comfort in use of authority and ability to be decisive under crisis and other pressures.
- Ability to work effectively with children, individuals, families, groups and community partners
- Ability to collaborate effectively with other service personnel
- Ability to assess the appropriateness of community resources and interpret the Agency role and responsibility in conjunction with other members of the investigative team
- Demonstrated skill in handling child abuse investigations and treatment
- Skill in handling child placement including separation from family
- Ability to prepare cases and children for court and to give evidence as required
- Demonstrated ability to communicate verbally and to write clear, concise reports and to be able to meet deadlines and other administrative requirements
- Ability to communicate in both official languages is desirable.

QUALIFICATIONS:

- Authorized Child Protection Worker
- Completion of OACAS Forensic Interview Training