

**JOB POSTING**  
**BARGAINING UNIT VACANCY**

Classification	Dept/Division/Location	Perm/Temp	FTE
Bilingual After Hours Worker	After Hours Services <b>Sudbury</b>	Permanent Part-time	0.5

Standby hourly rate: \$4.19 - \$5.27  
Call out hourly rate: \$34.14 - \$45.58

**JOB FUNCTION**

Under the supervision of the After Hours Service Supervisor, the incumbent provides after-hours services; responds to inquiries and referrals; investigates allegations of child maltreatment; and provides immediate protective services; and performs other functions as required. This position only carries a caseload in circumstances where a special request is made. This position requires the incumbent to respond to inquiries and emergencies, as well as complete the required documentation prior to the opening of the office the following day. This job is a part-time position whereby the incumbent works from a home office. Scheduling of hours includes weekdays from 4:30 p.m. to 8:30 a.m., weekends from Friday at 4:30 p.m. through to 8:30 a.m. Monday, all holidays, and any other time the office is closed.

**QUALIFICATIONS**

**EDUCATION**

- Bachelor of Social Work (B.S.W.) degree preferred, however consideration may be given to applicants with a Bachelor of Arts (B.A.) degree in the social sciences who have relevant child welfare experience

**WORK EXPERIENCE**

- Related experience in child welfare preferably in a protection role and/or crisis intervention

**MAJOR RESPONSIBILITIES**

- Respond to inquiries from the public, individuals in receipt of services, alternative caregivers, and community professionals.
- Respond to inquiries, referrals, and service demands specific to the needs of children/youth in care.
- Provide information about the role and mandate of the agency, various service functions, and other community resources.
- Liaise with other community professionals on behalf of individuals in receipt of services.
- Provide support/services to foster parents on an as needed basis.
- Receive, document and investigate referrals regarding concerns about child maltreatment.
- Gather detailed information from the referral source.

**MAJOR RESPONSIBILITIES (Cont'd)**

- Conduct thorough internal and provincial record checks, review all family history, including cross-reference files, and code the information using the relevant Ministry guidelines.
- Determine the disposition and response time and conduct thorough and comprehensive child protection investigations in keeping with Ministry standards, agency policies, and relevant community and Band protocols.
- Utilize forensic interviewing techniques during investigative interviews.
- Create safety plans for children and engage extended family and community support.
- Complete court documentation, appear and testify in court.
- Secure alternate placements when necessary (i.e. kinship and foster care options).
- Ensure best practices are followed when placing children to facilitate the child's transition.
- Provide support to foster parents and other alternative caregivers during the placement process.
- Complete all documentation required within Ministry standards and agency time frames.
- Distribute all documentation to relevant workers and supervisors by the opening of the next business day and/or as soon as possible as deemed necessary and in consultation with the assigned supervisor.
- Ensure service files are current and contain all pertinent information.
- Work regular evening hours (4:30 p.m. to 8:30 a.m.) and weekend hours (Friday 4:30 p.m. through Monday 8:30 a.m.) including statutory holidays, and work normal operation hours as required.
- Access to high speed internet at the home office.
- Home office must be within cell phone and pager range.
- Employee must be in the agency's jurisdiction while on call.
- Perform other related duties as required.

**REQUIREMENTS**

- Knowledge of the Child, Youth and Family Services Act, relevant regulations, Ministry standards, and agency policies and procedures;
- Good understanding of the agency's values, service philosophy and objectives;
- Knowledge of social work theories, principles and practices;
- Clinical knowledge of child maltreatment, child development, attachment and separation, and family dynamics;
- Demonstrated understanding of, and commitment to, integrating the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships;
- Knowledge of evidence-informed practice;
- Familiarity with community resources;
- Demonstrated interpersonal and collaboration skills to liaise effectively with a broad variety of community resources;
- Ability to maintain confidentiality of agency and client information;
- Demonstrated advanced verbal communication skills in both English and French is required;
- Demonstrated written communication skills in both English and French, including the ability to develop concise and thorough reports is required;
- Proficiency in using various computer programs and agency software systems;
- Demonstrated ability to work effectively both independently and within a team;

**REQUIREMENTS (Cont'd)**

- Demonstrated problem solving, planning and priority-setting skills;
- Demonstrated conflict resolution skills;
- Demonstrated presentation skills to represent the agency in the community and in legal proceedings;
- Occasional daytime work is required;
- Valid driver's license and access to a reliable vehicle;
- Access to high speed internet at the home office;
- Home office must be within cell phone range;
- Employee must be in the agency's jurisdiction while on call.

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Interested applicants must submit an updated resume directly to:

Human Resources  
Facsimile: (705) 521-7371  
[hr.recruitment@casdsm.on.ca](mailto:hr.recruitment@casdsm.on.ca)