



# PAYUKOTAYNO

James and Hudson Bay Family Services

<b>POSITION TITLE</b>	Investigation & Assessment Specialist/Mentor
<b>DEPARTMENT</b>	Child Protection
<b>REPORTS TO</b>	Child Welfare Manager
<b>CLASSIFICATION</b>	Full-time
<b>LOCATION</b>	To be determined
<b>POSTING DATE</b>	January 6, 2023
<b>CLOSING DATE</b>	Open Until Position Is Filled
<b>COMPETITION NUMBER</b>	16-23

## **POSITION RESPONSIBILITIES:**

Reporting to the Protection Child Welfare Manager, the Investigation and Assessment Specialist as a member of the Intake and Investigation Team will be responsible for guiding and supporting Intake & Investigation Team. He/she will ensure the safety of children by leading and supporting Intake & Investigation Team in 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.

## **QUALIFICATIONS:**

- Bachelor of Social Work Degree is preferred
- Community College Diploma in Social Services or Native Child Welfare Worker may be considered
- Two (2) years' direct experience in a Social Services Agency
- Knowledge of Payukotayno programs and services
- Respect for, sensitivity towards as well as knowledge and understanding Cree 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
- Excellent interpersonal skills
- Demonstrated capability in crisis intervention, conflict resolution, mediation and problem solving
- Excellent written, oral communication skills
- Strong organizational and administrative skills
- Proficiency in completing legal documentation
- Ability to meet tight timelines
- Must be able to provide a clear Vulnerable Sector Check
- COVID-19 Proof of Vaccination is mandatory

**SALARY:** As per Middle Management Salary Grid

## **SUBMIT COVER LETTER, RESUME AND THREE (3) WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, TO:**

Director of Human Resources  
 Payukotayno: James & Hudson Bay Family Services  
 P.O. Box 189, Moosonee, ON P0L 1Y0  
 Fax: (844) 444-0627 E-mail: [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

## **ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

We are an equal opportunity Employer. If you require a disability related accommodation in order to participate in the recruitment process, please contact the Human Resources Department.

