



BRUCE GREY CHILD & FAMILY SERVICES

CHILD PROTECTION WORKER

POSTING #: 2025-15
EMPLOYEE GROUP: CUPE, Permanent, Full-time
DEPARTMENT: TBD
REPORTS TO: Service Supervisor
SALARY: Unauthorized CPW Classification 5A (\$60,266 - \$78,840)
Authorized CPW Classification 5 (\$66,962 - \$87,599)
HOURS PER WEEK: 35 hours/week
DATE POSTED: May 23rd, 2025
POSTING TYPE: Internal & External

Please submit your application quoting posting number above to Human Resources at hr@bgcfs.ca.

We are committed to having a workforce that is reflective of the diversity of our community and strongly encourage applications from all qualified individuals, who can provide different perspectives and contribute to the further diversification of ideas. We encourage applications from racialized persons/people of colour, Indigenous peoples, those who identify with disabilities and/or are within the 2SLGBTQ+ community. If you identify with one or more of these identities, and feel comfortable making it known, you may choose to self-identify in your cover letter. Any information directly related to you is kept confidential and managed in a safe manner to inform an equitable recruitment process.

PURPOSE STATEMENT

Reporting to the Service Supervisor, the Child Protection Worker (CPW) is responsible to provide protective services to at-risk children and their families and to carry out the mandate of the Child and Family Services Act in accordance with the prescribed guidelines and regulations, to ensure child safety and positive outcomes. The Child Protection Worker will use "The Signs of Safety" approach to child protection practice; assess safety and develop case plans in collaboration with families and networks; conduct family centered conferences with networks and community partners; build meaningful safety plans for vulnerable and at-risk children; and build meaningful relationships with families.

Unauthorized Child Protection Workers will participate in the Provincial Child Welfare Professional Training Series.

The work of BGCFS is considered essential. The organization has policies, procedures, and practices in place to ensure a response to urgent child protection matters at all times.

BENEFITS OF WORKING AT BGCFS:

- Permanent Positions
- Competitive Salaries
- Benefits from Start Date
- Opportunities for Leadership and Professional Growth
- Learning organization with tuition support and paid placements (MSW)
- Flexible/ Hybrid work Model
- Healthcare Spending Account

MAIN DUTIES & RESPONSIBILITIES

Child Protection Services – Using the Signs of Safety Service Delivery Model:

- Receives and investigates allegations of maltreatment, abuse or neglect
- Develops case plans in collaboration with families and collateral agencies within prescribed timelines and case manages the implementation of those case plans to ensure the safety of children and the minimization and elimination of risk of abuse and neglect
- Conducts regular family-centered and collateral conferences and advocates with other collaterals to ensure a community approach to assisting families
- Completing assessments, interventions and providing support to promote the safety, well-being and quality of life of children and youth
- Providing appropriate family directed interventions to mitigate risks and where required removals, placing with kin or alternate care giver according to legislation
- Provides crisis intervention services as required
- Identifies, promotes, and supports the use of community resources to assist children and their families
- Acts as an advocate on behalf of individual family members to negotiate the acquisition of needed services on their behalf
- Completes all Ministry and agency documentation, including case notes, within required timeframes
- Completes court papers and legal documentation including affidavits as required by the agency and/or the Court
- After Hours Duty as required
- Duties and Assignments for Unauthorized Workers are limited during the training period and until Authorization is achieved

Relationship Management

- Demonstrates behaviours, actions and attitudes that are consistent with BGCFS's vision, mission, and values
- Ensures effective and professional communications with all internal/external contacts
- Establishes positive relationships with key stakeholders, internal and external to the BGCFS such as other agency staff, community groups, foster alternate caregivers, the police, volunteers, schools, and medical and other professionals
- Share's information according to privacy and/or confidentiality guidelines
- Ensures timely and accurate communication with their designated manager or covering manager
- Uses a trauma and equity informed lens when working with individuals from diverse backgrounds and equity deserving populations
- Works respectfully and collaboratively within a team engaging in team activities, staff meetings, training
- Supports the team and works with team members to ensure department and caseload needs are met including absence coverage

Other Related Activities

- Knows and adheres to all applicable BGCFS policies, procedures, and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Ensures own expenditures adhere to BGCFS policies and are submitted in a timely way in accordance with the Standards and Procedures
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary

- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations
- Participates on internal and/or external committees as required

KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES

Qualifications

- BSW/MSW preferred, **or** an equivalent combination of education and experience, including a related bachelor's degree and at least two (2) years full-time experience in trauma, mental health, family violence and child maltreatment. Such experience would usually be attained through service as a frontline staff in Child Welfare, the Violence Against Women sector, or other similar occupations
- Solid knowledge of legislation, regulations and standards governing child welfare, including CYFSA and its regulations, Ministry standards, Children's Law Reform Act, Foster Care standards and investigation protocols
- Solid knowledge of sound casework theory and practice
- Excellent engagement and crisis intervention skills
- Solid knowledge of industry software applications such as CPIN
- Satisfactory Police Records Check is required
- Valid Driver's License and access to a reliable motor vehicle with appropriate business class liability insurance is required
- Ability to participate in and successfully complete all learning modules, tests, exams and field assignments in the Child Welfare Professional Series and to be deemed an Authorized CPW

General Skills and Attributes

- Good ability to use MS Office applications (e.g., Word, Teams, Outlook)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff
- Excellent understanding and commitment to quality service and best practice
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the supervisor as required
- Flexible, adaptable, and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner
- Self-directed with a solid ability to organize, plan, prioritize and multi-task to meet tight timelines in the presence of frequent interruptions
- Demonstrated critical thinking, problem-solving and decision-making skills

EFFORTS & WORKING CONDITIONS

- Work is primarily performed at a desk in a normal office environment with regular meetings with children, families, and other professionals
- Multi-tasks within a fast-paced, high-volume, and demanding environment
- Absorbs and interprets information from multiple parties on a regular basis
- Required to listen to and reconcile multiple points of view being discussed/presented
- Frequent travel within the BGCFS region for meetings in the community, between offices and meetings at a family's home
- May be exposed to potentially hazardous environments including driving conditions, volatile situations, and visits to client's homes
- Occasional lifting of children or heavy objects may be required

DISCLAIMER

The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

Proof of COVID-19 Vaccination is not a pre-requirement of employment at this time; however, it is recommended. Should Public Health requirements change in the future all employees would be required to provide proof of vaccination.

BGCFS COMMITMENTS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at hr@bgcfs.ca . Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

We are committed to promoting a culture of belonging and inclusion in an environment that is both physically and psychologically healthy and safe.