

The Children's  
Aid Society  
of the Districts of  
Sudbury and Manitoulin



La Société d'aide  
à l'enfance  
des districts de  
Sudbury et de Manitoulin

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

Classification	Dept/Division/Location	Perm/Temp	FTE
Bilingual Child Protection Worker - Chapleau	Service	Perm.	1

Salary Range: \$62, 126 - \$82, 942 annually

**JOB FUNCTION**

Under the supervision of the Service Supervisor, the incumbent is responsible for providing comprehensive Child Welfare services to children, youth and families, ensuring their immediate and ongoing safety.

**QUALIFICATIONS**

**EDUCATION**

- Bachelor of Social Work degree (BSW) preferred.
- Degree in the field of Human Services/Studies required.
- Diploma in the field of Social Work with a commitment to further education required.

**EXPERIENCE**

- Minimum two (2) years of relevant experience working in child protection and delivering child protection services is required for candidates who possess a degree.
- Minimum of five (5) years of relevant experience working in Child Welfare or Social Work for candidates who possess a diploma.

**MAJOR RESPONSIBILITES**

1. Complete all documentation required within Ministry standards.
  - Document all contacts in contact logs.
  - Complete and/or update recording documents.
  - Ensure service files are current and contain all pertinent information.
2. Practice in an evidence-informed manner.
  - Participate in professional development activities, training, and education and integrate new clinical knowledge and skills into practice.
  - Participate in team/function and staff meetings.

3. Receive, document, and investigate referrals regarding concerns about child maltreatment.
4. Perform all other related duties as required.

## REQUIREMENTS

- Knowledge of relevant legislation, regulations, and Ministry standards (e.g. the Child, Youth and Family Services Act);
- Demonstrated advanced verbal and written communication skills in both English and French, including the ability to develop concise and thorough reports is required;
- Good understanding of the agency's values, service philosophy and objectives.
- Demonstrated knowledge of Intersectionality, cultural competency and clinical practice within an anti-oppression framework;
- Clinical knowledge of child maltreatment, child development, attachment and separation, and family dynamics;
- Demonstrated clinical and counseling skills to provide assessment, engagement and support services to children, youth, families, and alternate care providers;
- Demonstrated understanding of, and commitment to, integrating the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships;
- Demonstrated ability to work with a vulnerable population which includes working with clients who are dealing with mental health, addiction and poverty issues;
- Knowledge of evidence informed practice;
- Knowledge of adult learning principles;
- Familiarity with community resources;
- Demonstrated cultural competencies in service delivery;
- Demonstrated ability to work effectively both independently and within a team;
- Demonstrated problem solving, planning, priority-setting, and conflict resolution skills;
- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of community resources and stakeholders;
- Demonstrated ability to work in a fast paced work environment and to deal with stressful situations;
- Ability to maintain the appropriate safeguards for the Privacy and Confidentiality of Agency and client information;
- Extensive knowledge and proficient competence of computer software (e.g. Microsoft Office (Excel, Word), CPIN, Outlook);
- Possess and maintain a valid Class "G" Driver's License and personal insurance coverage with access to a reliable vehicle;
- Provide a negative Criminal Records Check inclusive of a Vulnerable Sector Screen.