



## Bruce Grey Child and Family Services Position Description Posting #2021-06

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### Child Protection Worker Authorized or Unauthorized Posting #2021-06

<b>POSTING #:</b>	<b>2021-06</b>
<b>EMPLOYEE GROUP:</b>	<b>CUPE, Permanent, Full-time</b>
<b># OF POSITIONS:</b>	<b>Up to 4 positions</b>
<b>DEPARTMENT:</b>	<b>To be Determined</b>
<b>REPORTS TO:</b>	<b>Service Supervisor</b>
<b>LOCATION:</b>	<b>To be Determined</b>
<b>HOURS PER WEEK:</b>	<b>35 hours/week</b>
<b>SALARY:</b>	<b>Classification 5 (\$62,173 - \$81,334); Less 10% prior to being Authorized</b>
<b>DATE POSTED:</b>	<b>January 29, 2021</b>
<b>CLOSING DATE:</b>	<b>Until filled</b>
<b>POSTING TYPE:</b>	<b>Internal &amp; External</b>

Please submit cover letter and resume, quoting posting #2021-06 to HR Mailbox ([hr@bgcfs.ca](mailto:hr@bgcfs.ca))

#### 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 CPW, Family Services, provides long-term protective services and case management services including the development, implementation and evaluation of case plans, interventions and risk assessments for families.

Unauthorized CPW's 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.

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### Main Duties and Responsibilities

#### Child Protection Services

##### Using the Signs of Safety Service Delivery Model:

- 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
- Completes family assessments and regular re-assessments through regular meetings with the child and family
- Liaises with community agencies including collateral agencies in case planning
- Receives and records referral information of allegations of child abuse or other protection concerns and assigns an eligibility spectrum code
- Investigates allegations of maltreatment, abuse or neglect
- Admits children to care of the BGCFS in accordance with Ministry regulations and agency policies, procedures and practices, in conjunction with the supervisor or designate, within prescribed timelines
- Refers and prepares families to participate in permanency planning and Alternative Dispute Resolution
- Provides direct, hands on intervention and support to families who experience conflict with their youth by offering timely and comprehensive assistance
- Completes kinship service assessments, assessments to allow a home to be made a place of safety and other assessments as may be required by the agency or the Court
- Co-ordinates supervised access and oversees supervised access meetings
- 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
- Prepares for and acts as a witness in family and criminal court matters
- Completes file reviews as required
- Ensures files are appropriately maintained throughout the life of the case including secure storage of files and secure storage of evidence
- Ensures files are properly closed or transferred
- Ensures agency data pertaining to files that are case managed are up to date and accurate including statistical and scorecard data
- Completes Child Abuse Registry Reports when directed

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- After Hours Duty as required
- Duties and Assignments for Unauthorized Workers are limited during the training period and until Authorization is achieved

### Relationship with Management

- Demonstrates behaviour, actions and attitudes that are consistent with BGCFS's vision, mission and values
- Ensures effective and professional communications with all internal/external contacts
- Develops and maintains collaborative relationships at all levels in order to build trust and confidence in the services provided
- Establishes positive relationships with key stakeholders, internal and external to the BGCFS such as other agency staff, community groups, foster homes, the police, volunteers and medical and other professionals
- Shares information according to privacy and/or confidentiality guidelines
- Ensures appropriate communication with appropriate manager at appropriate time
- Demonstrates excellent crisis intervention skills when required
- Respects ethnic, spiritual, linguistic, familial and cultural differences

### Team Building

- Develops professional working relationships with team members
- Works respectfully, positively and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in supervision with their supervisor on a regular basis
- Actively participates and engages in team and staff meetings, service training sessions and other meetings/sessions as required
- 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

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- Ensures own expenditures adhere to BGCFS policies
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by management
- Assists in the training and orientation of peers
- 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
- Provides back-up After Hours Coverage as per agency policies/procedures
- Participates on internal and/or external committees as required
- Participates in special projects and performs other duties as required

### **KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES**

#### **Qualifications**

- BSW required
- Solid knowledge of BGCFS programs and services and child welfare assessment and screening tools
- Solid knowledge of legislation, regulations and standards governing child welfare, including CFSA 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 counseling and crisis intervention skills
- Solid knowledge of industry software applications including CPIN, and Fast Track
- 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, Excel)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff
- Ability to think analytically with attention to detail in the presence of frequent interruptions
- Excellent understanding and commitment to quality service and best practice
- Highly detail-oriented

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- 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
- Excellent ability to analyze information, problem-solve and make good decisions
- Self-directed with a solid ability to organize, plan, prioritize and multi-task
- Excellent written documentation skills that are clear, thorough, concise accurate and timely
- Demonstrated critical thinking
- Ability to work with and meet tight timelines

### **EFFORTS & WORKING CONDITIONS**

- Work is primarily performed at a desk in a normal office environment with regular meetings with children, families and other professionals
- Intermediate periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will, except in crisis situation
- 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 interruptions often dealing with critical issues
- Frequent travel within the BGCFS region
- Occasional travel to the three BGCFS office sites
- May be exposed to potentially hazardous environments including driving conditions and potentially volatile situations
- Occasional lifting of children or heavy objects may be required

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### Anti-Oppression/Anti-Racism at BGCFS

*BGCFS is committed to having a workforce that is reflective of the diversity of the community and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

### Accommodation at BGCFS

*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](mailto: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.*

### 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.