



***Peel Children's Aid Society is a progressive child welfare agency serving children and their families throughout the diverse communities of the region of Peel.***

At Peel CAS, our mission is to protect children and strengthen families & communities through partnership. We are currently seeking the following professional to join our team:

## **Emergency After Hours Service Worker (Part-Time Worker) – 2 Positions (6 Month Contract)**

### **SUMMARY OF DUTIES & RESPONSIBILITIES**

Reports to the Team Leader, Advice and Assessment, the **Emergency After Hours Worker** acts as first point of contact between the Society and potential/existing clients for all after hour's services. This position also assesses and investigates cases that meet eligibility for Emergency services, to determine whether a child is in need of protection. EAHS is responsible for screening all calls and, in consultation with the team leader, will conduct investigations where a child is at imminent risk. All other situations requiring immediate after hours services, such as placement of a child, are also critical to this role.

This position requires the ability to maintain a work station at home and maintain up to date versions of all the necessary manuals, forms, alerts and other documents pertaining to the Emergency After-Hours Service, as provided by the Society.

### **PRINCIPLE RESPONSIBILITIES**

#### **Screening Duties**

1. Assumes responsibility for the provision of emergency services outside of regular office hours while on duty. Provides emergency services and community resources to new or active cases to other society workers.
2. Receives, manages and documents all telephone reports regarding children in need of protection and requests for information. Inputs all necessary documentation into CPIN via electronic case note.
3. Interprets the Child, Youth and Family Services Act, Board policies, and reflects the philosophy, mandate and operation of Peel CAS to all clients.
4. Provide placement or returning of a missing child to care is also a principal requirement.
5. Gathers thorough, comprehensive information from referral sources and determines eligibility for service by assessing the information gathered and giving it an "Eligibility Spectrum" coding, based on MCSS guidelines and Peel CAS Policies and Procedures. For cases that fall above the intervention line, determine response times and investigative plans.
6. Conduct all internal and external record checks, and the Child Abuse Register, when mandated.

#### **Investigation Duties**



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7. Conducts and documents protection investigations including preparing an investigative plan, (special attention to the Society's Child Abuse Procedures, Investigative Protocols, and Ministry Standards), investigate the concern, and take immediate action to protect a child. When required refer the family to appropriate community resources.
8. In immediate response cases, carries through appropriate case management, including the completion of all necessary documentation and review of electronic records, as applicable. All documentation is to be completed and electronically input, prior to the beginning of the next business day.
9. Available for follow-up discussions/consultation with Advice and Assessment, Parent and Child Capacity Building and Permanency Planning staff in instances where there has been significant after hours intervention.

#### **Child in Care (YCJA)**

1. Advises day staff the next workday of any child in care issues or placement changes. As well as any youth criminal matters and the need for the day staff to be present in YCJA Court. With the approval of the On Call Team Leader, the worker will contact day staff at home to advise them of their requirement to attend court.
2. Carries out instructions of the Emergency Alert pursuant to consultation with the on-call team leader.
3. Attends to childcare needs of any child brought into the care of the Society and collaborates with the foster parent and where possible, with the natural parents in meeting those needs. In consultation with the on call team Leader, notifies parents of children of any serious occurrences affecting their child in care (e.g.; Missing children, illness, accidents, hospitalizations, etc.), and works cooperatively and collaboratively with them where possible.
4. Respond promptly to emergencies in any of the agency's foster resources and offers assistance and attends if necessary, to help deal with medical, emotional and behavioural crises involving children in the care of the Society. Also responds to youth on CCSY that require a crisis response.
5. Attends the police station where a child in the care of the Society is being charged under the provisions of the YCJA.
6. Reports to the Team Leader on call, any information regarding any serious illness, accident, or death of a child in the Agency's care, enquiries by the media, and serious YCJA charges against a child in care. (Serious Occurrences).
7. Briefs the in-coming on-call worker(s) of possible critical situations that may surface during their shift coverage.
8. Ensures compliance with the Agency's health and safety requirements including medication review and safe storage
9. Carries out other duties as assigned



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### **JOB SPECIFICATIONS/COMPETENCIES**

1. Excellent assessment, interviewing, relationship building skills.
2. Solid knowledge and skills related to child welfare case management.
3. Good and timely written communication skills, particularly with respect to formulation of accurate, concise recordings.
4. Excellent computer skills.
5. Superior telephone manner and verbal communication skills.
6. Knowledge of processes and documentation for Ongoing files and child in care files.
7. Practices from a DEI lens and perspective at all times.
8. Class G Ontario Drivers License and daily access to a vehicle.

### **QUALIFICATIONS**

- Bachelor of Social Work and/or Master of Social Work degree from a recognized university
- At least one year of related experience

**HOURS OF WORK:** Must be available to work all hours outside the Standard Office Hours of Mon – Fri from 9 AM – 5 PM

**HOURLY RATE:** Active Duty = \$24.03 per hour  
On-Call Duty = \$14.00 per hour

If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.

**Please submit your cover letter and resume by visiting the "Working with Us" section on our website by November 5, 2021.**  
[www.peelcas.org](http://www.peelcas.org)

We thank all candidates for their interest however only those considered for an interview will be contacted.

*Peel Children's Aid is committed to diversity in the workplace and is an Equal Opportunity Employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.*