

## Job Information

<b>Job Title</b>	Integrated Protection Worker
<b>Possible Office Location</b>	TBD (Sites include, Brockville/Smiths Falls/Perth/Carleton Place)
<b>Reports to</b>	Service Manager
<b>Term</b>	Full-Time, Permanent
<b>Estimate Start Date</b>	<b>As soon as possible</b>
<b>Type of Position</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:

All interested applicants should forward a current resume and covering letter to HR at; [hr@fcsllg.ca](mailto:hr@fcsllg.ca).

**We thank all applicants for their interest in Family & Children's Services of Lanark, Leeds & Grenville but we will only contact those selected for an interview.**

Family and Children's Services of Lanark, Leeds and Grenville is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital/family status, sexual orientation, gender identity, aboriginal status, age or disability.

Family and Children's Services of Lanark, Leeds and Grenville is committed to providing a barrier free workplace. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

## Job Summary

This position may be responsible for service in the following areas; Family Service/Permanency and Intake and Assessment. The delivery of services will be in alignment with the Child and Family Services Act and the vision, mission, values and overall strategic direction of FCSLLG. These positions may carry a generic caseload.

## Key Tasks and Responsibilities

### Functional Duties

- Understand and comply with all corporation policies, procedures, programs, practices, guidelines, and work routines including but not limited to:
  - Assuming case responsibilities as directed
  - Investigate and assess allegations of child abuse or neglect
  - Working with children and families in a goal-directed manner, which may include assessment of service needs and the coordination of service delivery
  - Developing and facilitating plans of care for children in care
  - The completion of all assigned family court intervention
  - The completion of formal case documentation including the maintenance of contemporaneous case notes
  - To undertake after hours emergency duty as required
- Be aware of roles and responsibilities under the Ontario Occupational Health and Safety Act, Regulations, and agency health and safety policies and performs duties in a manner that ensures safety at all times.
- Identify in consultation with the manager risks which may have implications for the corporation, including serious occurrences and complaints
- Meet accountabilities and achieve continuous quality improvement in all activities



# EXTERNAL RECRUITMENT JOB POSTING

- Participate in team meetings, staff meetings, training sessions
- Act as a liaison with community and provincial organizations as required
- Provide assistance and back up coverage to other workers as assigned
- Undertake all other assigned duties as required

## **Relationship Duties**

- Demonstrate behaviours, actions and attitudes that are consistent with FCSLLG's vision, mission and values
- Develop and foster respectful and accountable working relationships with key stakeholders, internal and external to the FCSLLG
- Demonstrate effective and professional behaviour that will create an environment to achieve organizational outcomes
- Demonstrate abilities to work within a constantly changing environment

## **Team Building/Interpersonal Duties**

- Demonstrate professional, respectful, collaborative working relationships
- Active participation and engagement in continuous learning activities
- Professional standards of communications with all internal and external contacts

## **Core Competencies**

### **Background/Education/Experience**

- Education: BSW/MSW
- Minimum 2 years experience working with families and children, preferably in child protection
- Satisfactory Police Records Check
- Valid Driver's License, and access to a reliable motor vehicle with business class liability insurance

### **Skills and Attributes**

- Knowledge of child protection and assigned functional skills, including Child and Family Services Act, Ministry standards and directives and all related legislation relevant to the scope of the assigned functional requirement for this position
- Ability to align behaviours in support of the corporation's mission, vision, core values, and beliefs
- Understanding of and an ability to work in an environment of change and acceptance of the challenges inherent in an environment of change
- Ability to collaborate and maintain positive partnerships with all relevant key stakeholders aimed at building strong, sustainable relationships and supporting constructive and creating problem resolution
- Demonstrate written and oral communication skills
- Computer aptitude and proficiency
- Demonstrated analytical analysis skills, with attention to detail
- Demonstrated organizational and time management skills with the ability to meet tight deadlines
- Ability to work independently with a high level of initiative and self-direction
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties
- Ability to meet performance and financial objectives

### **Efforts and Working Conditions**

- Work is primarily performed out of the office, as well as at a desk in a normal office environment with regular meetings with children, families and other professionals



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SERVICES**  
*of Lanark, Leeds and Grenville*

## **EXTERNAL RECRUITMENT JOB POSTING**

- Long periods of sitting and computer/phone use
- Multi-tasks within a fast-paced, high-volume and demanding environment
- Required to listen to and reconcile multiple points of view being discussed/presented
- Frequent interruptions often dealing with critical issues
- Frequent travel within the FCSLLG region with occasional travel to satellite offices
- May be exposed to potentially hazardous environments including driving conditions, volatile situations and risks associated with a standard office
- Can work non-routine/flexible hours, and/or evenings; may be called into work in case of emergencies
- Occasional lifting of children or heavy objects may be required
- Regularly works in emotionally charged situations requiring resolution