



# EXTERNAL Job Postings

## Job Description

### Current and Future Child Protection Worker contracts

<b>Requisition No:</b>	01465
<b>Posting Date:</b>	01-24-2022
<b>Posting End Date:</b>	01-27-2023
<b>Region:</b>	Toronto
<b>Schedule:</b>	Full Time
<b>Duration:</b>	Temporary
<b>Location:</b>	Isabella Street
<b>Expected Hires:</b>	1
<b>Minimum Salary:</b>	\$81,000
<b>Maximum Salary:</b>	\$98,320
<b>Employee Type:</b>	
<b>Hours per Week:</b>	35
<b>Contract Length:</b>	between 3 to 24 months
<b>Team:</b>	
<b>Branch:</b>	

**Are you looking to join an organization which offers a meaningful *JOB OPPORTUNITY* within the Child Welfare field?  
Then Toronto CAS is the place for you!**

Come join us and work for one of the **City of Toronto's Top Employers**. The Children's Aid Society of (Toronto CAS) is proud of their long history of leadership in protecting children and their commitment to the provision of quality service to children and their families. If you are looking to make a difference in the lives of children, we have opportunities for you with excellent remuneration, benefits and vacation entitlements.

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

### **Submit your resume now for CURRENT and FUTURE contract opportunities**

Positions available with the Children's Aid Society of Toronto include:

**INTAKE WORKER  
FAMILY SERVICE WORKER  
CHILDREN'S SERVICE WORKER**

**\*\*\*All newly hired Children's Aid Society of Toronto employees are required to be fully vaccinated as a condition of hire\*\*\***

### **INTAKE WORKER:**

The Intake Worker is responsible for completing investigations and assessing the need to ensure safety of children in accordance with provisions of the Child, Youth and Family Services Act, Ministry Standards, Abuse Protocols, risk assessment tool and the Children's Aid Society of Toronto policies and procedures.

### **MAJOR RESPONSIBILITIES**

1. Receives and reviews referrals and requests for service to determine eligibility and jurisdiction. Interviews sources of service referrals/requests to obtain and record detailed intake information. Assesses nature of referral/request and identifies immediacy of intervention required. Refers families to other agencies or community resources, as appropriate.
2. Conducts investigations including reviewing child protection historical family files, visiting client homes, and interviewing clients, family members and appropriate additional information sources such as school personnel, police and neighbours.
3. Assesses risk to children based on case investigation. Intervenes in crisis situations and initiates immediate protection action, as required, which may include removal of children at risk to a place of safety or kinship home as mandated by the Child and Family Services Act.
4. Provides crisis intervention support and short term counselling services for clients. Informs clients of CAST and other community resource services available and supports the empowerment of clients in the development of family support

service plans, goals and agreements.

5. Initiates and facilitates the referral of clients to CAST departments and external community service organizations consistent with the proposed family support service plan. Coordinates service requirements and advocates on behalf of clients to ensure the receipt of appropriate and timely services. Participates in consultations and case conferences with the client and service providers.
6. Coordinates requirements for court hearings including preparing evidence materials, counselling family members regarding court procedures, reviewing case information with lawyers, and arranging for or notifying witnesses. Appears as a witness in child welfare or juvenile court.
7. Prepares and ensures accurate, thorough and timely recording of case information including reports, family case histories, correspondence, and legal forms, as required by the Child and Family Services Act and CAST policy. Compiles and completes case file documents for transfer of case to other CAST departments or to close case.
8. Provides information and advisory services to clients and members of the community regarding the provisions and requirements of the Child and Family Services Act and services/programs of the CAST.
9. Conducts and participates in physical and sexual abuse investigations, as required. Performs duties as a Family Services Social Worker or a Child Services Social Worker, as assigned.
10. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
11. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
12. Uses sound judgment in consideration of financial resources.
13. Complies with Society's financial policies and procedures.
14. Performs other duties, as assigned.

## **QUALIFICATIONS:**

### **Education and Experience**

- Bachelor's degree in Social Work (B.S.W.) or Master's degree (M.S.W.) from a recognized program.
- Authorized Child Protection Worker designation, preferred.

### **Knowledge and Skills**

- Conceptual framework for the practice of social work, especially crisis theory.
- Ability in investigation with a high level of assessment skills.
- Ability to be decisive and effective under pressure.
- Comfort with and effectiveness in the use of authority.
- Ability to write clear and concise case notes, recordings and reports on time.
- Ability to communicate effectively with particular emphasis on competence in problem solving and conflict resolution.
- Ability to work co-operatively, both in consultation and jointly with other professionals.
- Ability to work co-operatively within many teams and to elicit co-operation from others.
- Ability to work independently and to take responsibility for one's own workload.
- Ability to manage time well, conducting investigations in a timely manner and completing administrative tasks within specified deadlines.
- High energy level and desire for an exceptionally high level of stimulation, variety and change.

### **Requirements**

- Valid G or G2 Ontario Driver's Licence.
- Access to a private vehicle for Agency work
- Bilingual in English/French, preferred

## **FAMILY SERVICE WORKER:**

The Family Service Worker provides for and promote child safety, well-being, and permanency by conducting protection investigations, carrying out assessments, developing objectives and implementing service plans for children and their families.

## **MAJOR RESPONSIBILITIES:**

1. Conducts child protection investigations including reviewing any relevant child protection records conducting investigative interviews of children, caregivers, other family members and appropriate additional information sources such as school personnel, police and neighbours.
2. Gathers thorough information and conducts an assessment of the immediate safety of the children at the point of first contact. Intervenes in crisis situations and initiates a range of immediate protective action, as required, which may include movement of children at risk to a place of safety as mandated by the Child, Youth and Family Services Act.

3. Initiates a relationship with the child and the family to facilitate an accurate and thorough assessment of the family strengths, needs and protection concerns, to develop the service plan in partnership with the family members and their support network and to effectively respond to problems and reduce the potential for risk to the child(ren).
4. Implements the service plan with the child and family including appropriate management of the therapeutic relationship, providing counselling for the child and the family and conducting ongoing assessment of emerging strengths, any child protection issues and the level of risk to children in the home.
5. Maximizes the participation of other internal and external service providers as appropriate in the development and review of the service plan through facilitation of internal conferences, referrals, coordination among collateral service providers, and advocacy to ensure the receipt of appropriate and timely services. Leads, facilitates, and participates in consultations, family centred conferences, and case conferences with the client and service providers.
6. Coordinates requirements for court hearings including preparing evidentiary materials, counselling family members regarding court procedures, reviewing case information with lawyers, and arranging for or notifying witnesses. Appears as a witness in child welfare, juvenile, criminal and youth courts to give evidence in support of the agency's recommendation and acts as a support and advocate for the child and family. Explores use of Alternatives Dispute Resolution methods.
7. Assesses and approves kin/kith for out of home placement of child in coordination with the Kinship Department
8. Determines the need for and recommends admission of children to care as required. Coordinates and facilitates admissions by advising the Placement Department of all relevant case information, preparing required documents, addressing separation issues, and providing support to the child and family in the admission process. Provides information and consultation to Children's Services Workers and/or Foster Parents regarding case information and the specific needs of children who are being transferred into the Society's care.
9. Prepares accurate, thorough and timely recording of case information including reports, family case histories, correspondence, and legal forms, as required by the Child, Youth and Family Services Act and CAST policy.
10. Provides information and advice to clients and members of the community regarding the provisions and requirements of the Child, Youth and Family Services Act and services/programs of the CAST. Participates in Society and public communication and education activities.
11. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
12. Performs duties as an Intake Worker or a Children's Services Worker, as assigned.
13. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
14. Uses sound judgment in consideration of financial resources.
15. Complies with Society's financial policies and procedures.
16. Performs other duties, as assigned.

## **QUALIFICATIONS:**

### **Education and Experience**

- Bachelor's degree in Social Work (B.S.W.) or Master's degree (M.S.W.) from a recognized program.
- Authorized Child Protection Worker designation, preferred.

### **Knowledge and Skills**

- Demonstrated skills in psycho-social assessment, as well as the ability to plan and implement a variety of interventions, make differential use of various treatment modalities and counselling practices;
- Demonstrated comfort in the use of authority, and skills in goal directed casework;
- Demonstrated ability to write clear and concise reports and to be able to meet deadlines;
- Proven ability to handle crises in a calm manner and work co-operatively within a team setting, as well as the ability to elicit co-operation from others;
- Effective communication skills and competence in problem-solving and conflict resolution;
- Proven ability in using computer software (i.e. AS400, Microsoft Office, Child Protection Information Network (CPIN) and CTC)

### **Position Requirements**

- Valid Ontario Driver's Licence
- Access to a vehicle for Agency work
- Bilingual in English/French, preferred

## **CHILDREN'S SERVICE WORKER:**

To carry out assessments, arrange for placement and develop plans for children in care in order to ensure the protection of children as prescribed under the Child, Youth & Family Services Act of Ontario. To assist children in the process of re-integration into their natural family.

1. Conducts an assessment of physical, mental, emotional and social needs of each child in the Society's care for whom the Children's Service Worker is responsible, and establishes/develops a trust relationship in order to support and facilitate the child's growth and development while in care.
2. Develops and implements appropriate short and long term plans of care for the child based on the results of the needs assessment. Provides information, advice and support to the child and the family regarding the plan of care. Discusses specific care plan requirements with foster care parents, placement resource staff, and other professional support service providers, as appropriate. Conducts an ongoing assessment of the child's needs while in care and revises the plan of care for the child as required.
3. Provides counselling to the child and initiates/coordinates support linkages for the child with internal and community resources including schools and medical facilities. Acts as a support to the child during the conducting of physical and/or sexual abuse investigations.
4. Coordinates service requirements and advocates on behalf of the child to ensure the receipt of appropriate and timely services. Leads and participates in consultations and case conferences with service providers to discuss care plans and service needs of the child.
5. Facilitates ongoing contact with the child and his/her biological family members to ensure that the child's ties to the family are maintained and strengthened while the child is in care. Provides counselling and support to the child and the family during access visits, and provides the requisite supervision where the access is the subject of a court order.
6. Provides support to the child and intervenes on his/her behalf in crisis situations. Facilitates the resolution of the crisis, and develops plans in consultation with the child and service providers to reduce the likelihood of the crisis being repeated.
7. Appears as a witness in child welfare, criminal and YCJA courts to give evidence as required, and to act as a support and advocate for the child.
8. Liaises with the Placement Department and/or the Adoption Department to participate in placement or replacement decisions in order to ensure effective consideration of the child's specific needs.
9. Prepares and ensures accurate, thorough and timely recording of case information including reports, correspondence, and legal forms, as required by the Child, Youth & Family Services Act and CAST policy. Ensures the preparation of a Life Book for each child. Compiles and completes case file documents for transfer of the child to a different facility, foster home, or agency, or in preparation for an adoption placement.
10. Where repatriation is the service plan, works with the child and family as well as any other identified support service, to manage and facilitate a successful reintegration.
11. Provides information to clients and members of the community regarding the provisions and requirements of the Child, Youth & Family Services Act and services/programs of the CAST. Participates in Society and public communication and education activities.
12. The position will carry Family Service cases as needed (if applicable).
13. Works in a safe manner in accordance with the society health and safety policies and procedures and all relevant legislation.
14. May perform duties as an Intake Worker or a Family Services Worker, as assigned.
15. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
16. Uses sound judgment in consideration of financial resources.
17. Complies with Society's financial policies and procedures.
18. Performs other duties, as assigned.

### **Education and Experience**

- B.S.W. or M.S.W. degree; OR
- Current CAST Child Protection Worker.

### **Knowledge and Skills**

- Knowledge of child development and demonstrated skills in the areas of assessment, diagnosis and treatment planning.
- Demonstrated ability to communicate verbally and to write clear concise reports, and be able to meet deadlines.
- Ability to prioritize, balance competing demands and to utilize time effectively.
- Demonstrated organizational management skills.
- Proven ability to work co-operatively within a team setting, as well as the ability to elicit co-operation from others.
- Proficiency in computer software (e.g. AS400, Microsoft Office, Family Service Recording System and C.T.C.)

- Proficiency in a second language.

### **Position Requirements**

- Valid Ontario G or G2 Drivers' Licence.
- Access to a vehicle for agency work.

### **Accommodation at CAST**

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 416-924-4640 x2300. 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.

### **Equity Hiring Strategy and Application Process**

The Children's Aid Society of Toronto (CAS of Toronto) is committed to building a skilled workforce that reflects the population of Toronto as well as the diverse communities we serve. For this specific career opportunity to support our Equity Hiring Strategy, CAS of Toronto is inviting applications from qualified individuals who self-identify as being part of one or more of the following under-represented groups:

- racialized (visible minority)
- 2SLGBTQ+
- persons with disabilities

This initiative is deemed to be a Special Program under the Ontario Human Rights Code.

Qualified applicants who are interested in this opportunity can apply for position by submitting their application consisting of a cover letter and resume at <https://www.torontocas.ca/careers> , fax (416-324-2400), or mail (30 Isabella Street, 5th Floor) to the attention of Human Resources.

During the online application process, applicants will have the opportunity to complete the Employment Equity questionnaire, to indicate if they self-identify as being part of one or more of the above under-represented groups. Answering the questionnaire is voluntary and all responses will be kept confidential and used only for the purposes outlined in this program. If the questionnaire is not completed by an applicant, they will not be considered as being from an equity seeking group.

The information collected will help us identify qualified applicants from the listed under-represented groups for this specific opportunity as part of our Equity Hiring Strategy. In addition, information provided will be used to understand the diversity of candidates that apply to roles within CAS of Toronto. A summary of the responses to this questionnaire will be used to help assess application trends and inform the development of enhanced and future recruitment programs which are equitable and accessible.