

<b>Position:</b>	<b>FAMILY SERVICES WORKER(Authorized)</b>	<b>Hours:</b>	10 hours/week Flexibility is required (Monday – Sunday 5:30 p.m. – 8:30 p.m.)
<b>Compensation:</b>	\$34.80/hr - \$44.41/hr		
<b>File No.:</b>	FACSFLA-2425-71	<b>Number of Positions:</b>	3
<b>Employment Type:</b>	Temporary - Full-time (3 Months Contract)	<b>Location:</b>	817 Division St, Kingston
<b>Date Posted:</b>	November 29 <sup>th</sup> , 2024	<b>Closing Date:</b>	Ongoing

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**Position Summary:**

The incumbent will investigate and assess child protection referrals as well as respond to inquiries and non-child protection referrals. Provide counseling utilizing crisis intervention and problem-solving skills. Provide various agency support services. Provide ongoing (voluntary and non-voluntary) child protection services to children, youth, and families where the child/youth needs protection or is at risk of maltreatment. Arrange and conduct interviews to understand individual and family functioning, strengths and needs, risks to children, supports available to the child, youth, and family. Develop assessments and service plans in collaboration with families including kin and community services. Responsible for completion of case recordings, social histories, correspondence, and legal documents

**Required Qualification:**

- Bachelor of Social Work Degree preferred, however, consideration may be given to applicants who or a degree in Social Sciences with a minimum of 3 years related experience in a professional paid position working with families and children
- Knowledge of the Child, Youth and Family Services Act and Ministry of Community, Children and Social Services protection standards
- Knowledge of anti-black racism, oppressive practices and its impact on equity deserving communities in our region, knowledge of child protection legislation (CYFSA) tools (Eligibility Spectrum), standards, and practise framework (Signs of Safety)
- Experience in the delivery of First Nation Child and Family Services is a strong asset.
- Demonstrated excellence in family and individual assessment and engagement skills
- Excellent counseling skills
- Ability to work in a team environment

- Ability to be flexible, responsive, and to work well independently
- Excellent time management skills
- Possess a valid driver's license with access to a vehicle
- Excellent organization and writing skills
- Candidates with ability to fluently speak, write and conduct case consultations in French will be given preference.

## **Roles and Responsibilities:**

### **1. HEALTH AND SAFETY**

- Work in compliance with the Occupational Health and Safety Act and Regulations and Agency's health and safety policy and procedures.
- Identify and report any health and safety issues.
- Assist in the development of health and safety solutions through a Joint Health and Safety Committee representative.
- Promote health and safety in the workplace.

### **2. INVESTIGATE AND ASSESS ASSIGNED CASES**

- Receive referral information, complete computer documentation and complete initial consultation with manager.
- Review and develop an appropriate investigative plan considering the Differential Response service model options.
- Develop and document safety, investigative and risk assessment decisions, including service plans, where required.
- Plan and conduct investigation activities in accordance with Ministry standards and Agency policies, procedures, and guidelines.
- Conduct interviews to obtain, verify and evaluate referral information. Obtain information from Agency, police, and other referral sources.
- Complete all investigative functions using the appropriate resource materials.

### **3. CONSULT AND COLLABORATE**

- Consult with manager on key decision points in investigative and child protection functions.
- Initiate urgent supervision where family circumstances increase risk for the child, as per Ministry standards and Agency policy, procedure, and guidelines.
- Whenever possible collaborate with the family to establish goals and means to achieve outcomes.
- Whenever possible and within a strength based family-centered conference discuss and develop collaborative case plans with family and community support services.
- Determine the need to use any form of Alternative Dispute Resolution (ADR).

#### 4. **CRISIS INTERVENTION COUNSELING & REFERRAL**

- a. Arrange and conduct interviews with children and their caregivers to facilitate change and decrease risk to the child.
- b. Arrange and conduct interviews to determine individual and family functioning, risk to children, behavior management, marital relationships, parenting, family relationships, money management, life skills, etc.
- c. Identify important problem areas and clients' strengths and needs in coping with problems.

#### 5. **INITIATE AND MANAGE COURT PROCESSES**

- a. Discuss case plan and proposed action with Manager, lawyers, children, and parents.
- b. Prepare and ensure service of court documents.
- c. Prepare to attend and participate in court hearings and trials. Present evidence in court as required.
- d. Write affidavits as required for cases in which there has been prior worker involvement.
- e. Implement court ordered action, e.g., placement, visiting contacts, assessments, and supervision.
- f. Criminal Court Proceedings: In consultation with Manager and Agency's Legal Counsel, provide relevant background information and prepare and present evidence in Court in response to court subpoena.

#### 6. **FACILITATE CHILD PLACEMENT**

- a. Identify, assess, and advise manager on potential placement options, which may involve the removal of children from their current caregiver.
- b. Review potential alternatives with the family including kinship placement options.
- c. Undertake, when possible, pre-placement visits.
- d. Conduct interviews and identify issues pertaining to placement.
- e. Prepare reports to inform foster parents of child's needs including emotional support, medical requirements, school placement, recreation, and transportation.
- f. In consultation with the Children's Services Worker, establish the nature and frequency of contact with the child's family. Discuss progress and issues with child/youth, family, Children's Services Worker and Placement Planning Review Committee. Update plans and arrangements.

#### 7. **ADMINISTRATION**

- a. Maintain case notes records in accordance with Ministry standards, Agency policy, system procedures and guidelines.
- b. Prepare assessments, case recordings, social histories, and correspondence.
- c. Prepare and provide information relating to cases and/or activities for administrative purposes, research, Ministry reviews, etc.
- d. Complete required Agency paperwork e.g., timesheets, mileage, and expense claims etc.

## 8. **COMMUNITY SERVICES AND PROFESSIONAL DEVELOPMENT**

- a. Maintain knowledge and awareness of community programs and services.
- b. Establish and maintain professional relationships with representatives of these programs and services.
- c. Participate in Agency committees and working groups.
- d. Develop and facilitate Agency groups as required.
- e. Participate in public education and public relations activities and participate in Board and Committee functions as required.
- f. Acquire and update professional skills and knowledge through formal and informal, internal and external training opportunities and education.
- g. Demonstrate continuous learning through application of evidence-based practice.

## 9. **PERFORM OTHER FAMILY SERVICE WORKER DUTIES**

- a. These include back-up, responding to requests for information or service, assisting other employees by obtaining and serving court papers, providing transportation for children in care and supervising visits.
- b. Attend and participate in employee and team meetings.

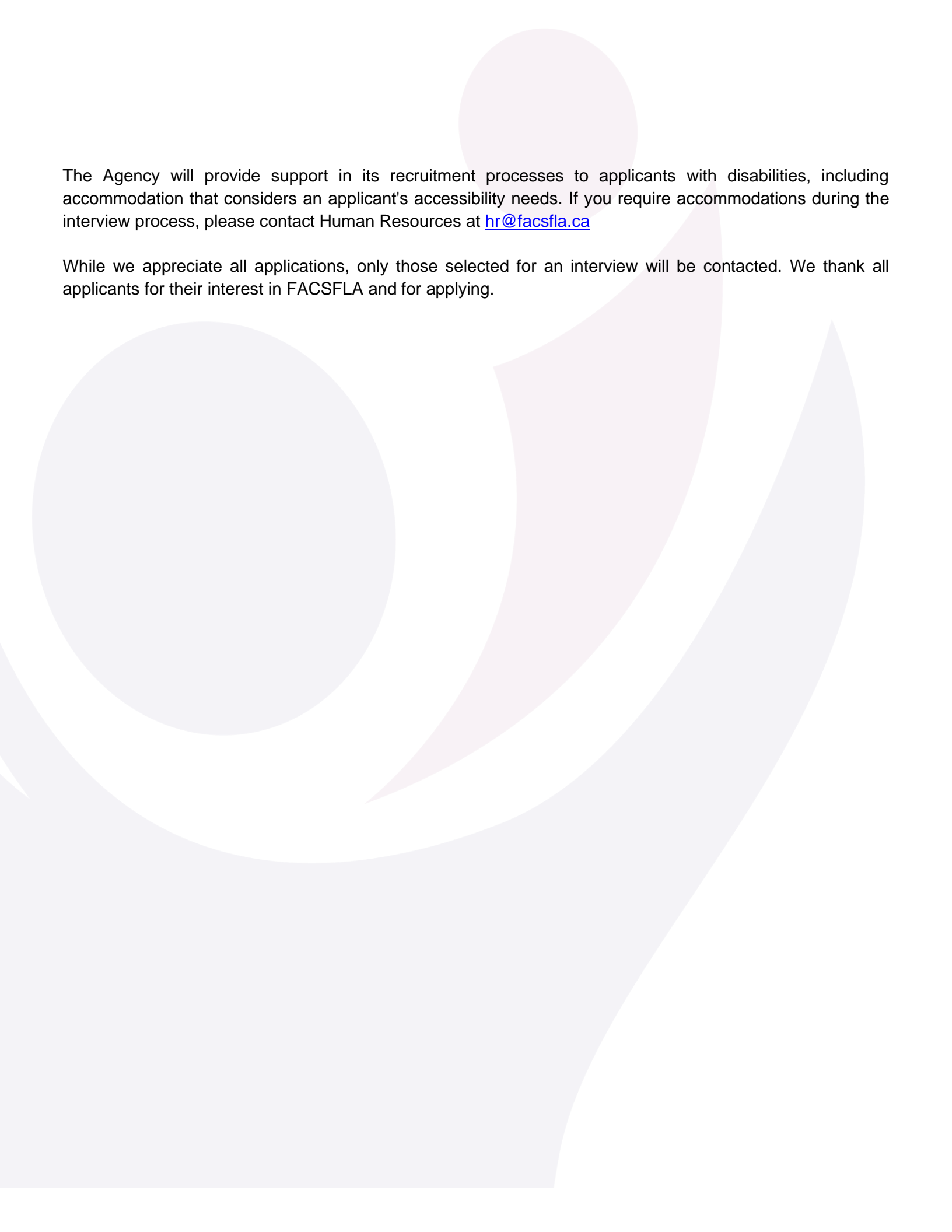
### **How to Apply:**

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: [recruitment@facsfla.ca](mailto:recruitment@facsfla.ca) Interested and qualified applicants are invited to apply in writing by December 9<sup>th</sup>, 2024.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. In support of our Strategic Priorities, we are seeking members who reflect diverse identities, lived experiences and perspectives to assist the organization in reflecting the community we serve. This is consistent with our obligation under the Ontario Human Rights Code to ensure that our hiring practices remain equitable to candidates from groups protected by the prohibited grounds under the Code.



The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at [hr@facsla.ca](mailto:hr@facsla.ca)

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.