



CHILD PROTECTION WORKER INTAKE/INVESTIGATIONS JOB AD/JOB

Child Protection Worker – Intake/Investigations OGD-026-010

OGWADENI:DEO **Permanent Full-Time**

Applications will be received by Ogwa:de:ni:deo **up to 4:00 pm on September 26, 2026 or until filled** for the **Child Protection Worker - Intake** position with Ogwa:de:ni:deo. The Job Posting and Job Description are also available for printing from the www.greatsn.com website.

Ogwa:de:ni:deo offers:

- ✓ **100% employer Paid Extended Health & Dental Benefits** with **Greenshield** as our provider our plan includes
- ✓ Extended Health **single and family coverage**
- ✓ **Life and Dependent** life Insurance
- ✓ **\$ 1,500.00 Annual Health Care Spending Account**
- ✓ **100% paid Employer Long Term Disability** with Desjardins as our provider
- ✓ **Vacation plans starting at four (4) weeks**, with recognition of years of service from previous Child Welfare experience
- ✓ **Fourteen (14)** additional designated paid days (Statutory included)
- ✓ Industry leading wages with recognition of previous position experience for wage grid placement
- ✓ OMERS Defined Benefit Pension Plan

The Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through Ogwa:de:ni:deo website [Get Involved – Ogwa:de:ni:deo \(ogwadenedeo.org\)](http://ogwadenedeo.org).

- ✓ **NO LATE APPLICATIONS ACCEPTED**
- ✓ **Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**
- ✓ **We thank all applicants for your interest, however, only those applicants receiving interviews will be contacted**

JOB SUMMARY:

The Intake/Screening will be responsible for ensuring safety of children by completing investigations and assessing needs in accordance with the provisions of the Child, Youth and Family Services Act (CYFSA), Ministry Standards, Child Protection Protocols, Risk Assessment Tools, Ogwa:de:ni:deo Policy and Procedures and community standards.e.

Type	Full Time
Closing Date	September 26, 2026 or until filled
Term:	Permanent
Hours of Work	35 hours per week
Wage	\$ 57,600.00 - \$ 87,750.00 per annum

BASIC QUALIFICATIONS:

- Will have a BSW or equivalent University Degree from a recognized post-secondary institution, preferably with one year of front line and case management work experience within the child welfare sector **OR**



CHILD PROTECTION WORKER INTAKE/INVESTIGATIONS JOB AD/JOB

- Social Services Worker Diploma/Certificate or equivalent College Diploma/Certificate to the employer's satisfaction with three years of front line and case management work experience within the child welfare sector, with the willingness to upgrade their studies to a BSW University degree from a recognized post-secondary institution.
- Child Welfare Authorization Training is preferred
- Must have a valid class "G" driver's license.
- Must submit a favourable criminal reference check and vulnerable sector screening.
- Must be willing to work flexible hours.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method # 1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope and mail to or drop off at:

CHILD PROTECTION WORKER FAMILY ONGOING OGD-026-010
OGWADENI:DEO
Permanent Full-Time
ATTN: HR
2469 Fourth Line
Ohsweken, Ontario N0A 1M0
Business Hours Monday to Friday 8:30 am to 4:00 pm

Method #2: EMAIL SUBMISSION

1. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package careers@ogwadenideotco.org
 - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to Human Resources at 519-445-1834 ext. 4554 or via email at careers@ogwadenideotco.org.

Method #3: Online

1. Please visit: [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](https://ogwadenideotco.org) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:

Insert Finalized Date



CHILD PROTECTION WORKER INTAKE/INVESTIGATIONS JOB AD/JOB

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Copy of your education diploma/degree/certificate and transcript.

If you have any questions or need assistance, please reach out to Ogwadeni:deo Human Resources at 519-445-1864 or via email at careers@ogwadenideotco.org



Child Protection Worker, Intake - Job Description

OGWADENI:DEO
Taking Care of Our Own

Title of Immediate Supervisor:	Supervisor, Intake	Team:	Intake
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Mission

We are dedicated to assume our responsibilities for taking care of children in partnership with the community:

- **By strengthening families through healing at home and in the community,**
- **By practicing client centered approaches,**
- **By honouring the family of origin,**
- **By valuing, upholding and bringing forward Ogwehono:deh/Haudenosaunee/Indigenous knowledge as foundational practices of family wellness, and**
- **By respecting the expertise within the community.**

We will demonstrate kindness and understanding to reinforce Ogwehono:deh values in the practices of delivering, managing and administering our services. We strengthen the relationships of women and men in a gender balanced development of family systems.

Purpose of the Role

The Child Protection Worker, Intake will be responsible for ensuring the safety of children by completing investigations and assessing needs in accordance with the provisions of the Child, Youth and Family Services Act (CYFSA), Ministry Standards, Child Protection Protocols, Risk Assessment Tools, Ogwehono:deh Policy and Procedures and community standards.

Major Position Responsibilities

RESPONSIBILITIES AND SUPPORT TO OGHWEHO:WEH FAMILIES, CHILDREN AND YOUTH

- Conduct child protection investigations and assess risk to children and youth in accordance with the Child, Youth and Family Services Act (CYFSA).
- Receive and review referrals and requests for service to determine eligibility and jurisdiction.
- Conduct case investigations including interventions in crisis situations.
- Assess risk to children utilizing risk and assessment tools, standards and guidelines and Ogwehono:deh policies and procedures.
- Conduct joint investigations and home visits with police as appropriate to ensure the safety of children.
- Interview and assess all parties involved including referral source, children and extended families.
- Obtain information from the "Fast Tract Information" system and any other Children's Aid Societies.
- Complete assessments for the purpose of formulating treatment and service plans.
- Provide short-term counselling services to children and families and make appropriate referrals.
- Consult with community partners in developing appropriate extended family and Alternative Care placements and admit children into the care and custody of Ogwehono:deh when necessary.
- Prepare children for admission into care of Ogwehono:deh.
- Prepare and complete legal documentation for children coming into care.
- Document, complete and coordinate all requirements for court hearings.
- Appear as a witness in child welfare, criminal or family court.
- Prepare children and families for the transfer of service from Intake and Investigation to Ongoing Services.
- Prepare and attend transfer interviews and conferences.
- Complete all case management reporting and recording requirements as required.
- Ensure completion of People profile, intake and new referral information in Agency database.
- Ensure completion of Ogwehono:deh prescribed case management notes within the prescribed timeframe.
- Ensure completion of Investigation of Allegation & Concerns Module, Safety Assessment, Risk Assessment.
- Comprehensive Protection Assessment, Plans of Service, 90 Day Eligibility Review and Case Activity Modules.
- Prepare admission information for children admitted into care.
- Obtain supervisory approval and sign off on case recording documentation.
- Collaborate with First Nation designated authority in making decisions regarding investigations and service plans.
- Work collaboratively and cooperatively at all levels to support the use of a family-centered, strengths-based child focussed practice while assisting families in building their capacities to provide safe and nurturing environments for children.
- Demonstrate behaviours, actions and attitudes that are consistent with Ogwehono:deh vision, mission and values.

Date



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- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served.
- Ensure appropriate communication and consultation with Supervisor at appropriate times.
- Ensure effective and professional communications with all internal and external service providers including Alternative Care homes, police, schools and medical professionals. Share information according to privacy and/or confidentiality guidelines.
- Work respectfully, positively, professionally and collaboratively with team members.
- Complete administrative functions, reports and adhere to Ogwadeni:deo policies, procedures and relevant practice.
- Ensure confidentiality and safekeeping of all Ogwadeni:deo documents and records.
- Develop and maintain a detailed work plan of activities.
- Develop and maintain accurate, up-to-date and concise work files.
- Prepare and deliver reports.
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation.
- Prepare and submit monthly reports, attendance records and travel expense claims.
- Follow the Ogwadeni:deo's Human Resources, Finance and other policies and procedures in the performance of duties.
- Provide financial support to both temporary and permanent care providers that are within the team's budget allocation, and recommends Ogwadeni:deo's management team that the financial support be provided when the cost of support exceeds budget allocation.
- Participates in the development of the annual budget and expenditure plan based on the identification of team support and programming requirements.
- Establish partnerships and networking with other agencies.
- Maintains regular communications with other community-based and external service providers pertinent to sharing general information, sharing ideas about effective protective interventions and service delivery and encouraging maximum coordination of program services.
- Participate in the development of protocols and collaboration agreements respecting such matters as referral, information sharing, confidentiality, case conferencing, service ability, care/support planning, police involvement, role and involvement of protection program staff in service provision by other agencies.
- Participate in public forums, including the media, to communicate the responsibilities and practices of Ogwadeni:deo and to develop and maintain public support.

Knowledge, Experience & Skills Required

Basic/Mandatory Requirements

The successful applicant:

- Will have a BSW or equivalent University Degree from a recognized post-secondary institution, preferably with one year of front line and case management work experience within the child welfare sector OR
- Social Services Worker Diploma/Certificate or equivalent College Diploma/Certificate to the employer's satisfaction with three years of front line and case management work experience within the child welfare sector, with the willingness to upgrade their studies to a BSW University degree from a recognized post-secondary institution.
- Child Welfare Authorization Training is preferred
- Must have a valid class "G" driver's license.
- Must submit a favourable criminal reference check and vulnerable sector screening.
- Must be willing to work flexible hours.

Knowledge Requirements

The successful applicant:

- Must be thoroughly familiar with the relevant provincial legislation, regulations and guidelines.
- Must be thoroughly familiar with the service delivery policies and procedures.
- Must have the knowledge of the range of methods and techniques involved in both traditional approaches to helping as well as contemporary social service work strategies.

Ability Requirements

The successful applicant(s) must demonstrate ability to:

- Respect the Six Nations' cultures and of the cultures of other First Nations families who reside in the designated service delivery area.
- Relate effectively to community members and their children.

Date



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Taking Care of Our Own

- Supervise staff performing a range of service functions.
- Work effectively with the management and staff of other programs/agencies.
- Communicate effectively both in writing and verbally.
- Use basic computer software (e.g. Microsoft Office, Case Management Data Bases).
- Work effectively in a team setting.
- Speak and/or understand Mohawk and/or Cayuga language is an asset.

Specific Working Conditions & Requirements

- Positions in the field of Ogwadeni:deO, traditional Child protection can be both mentally and emotionally challenging. This position, given that the primary responsibility is to ensure the safety of children/youth who are alleged to be and may be found to be in need of protection and managing a team interacting with families in relation to sensitive issues can involve considerable mental and emotional stress, especially where the staff are involved in traumatic situations involving families, children and youth. This position is subject to an environment that may involve physically dangerous situations. It is the expectation that the worker will conduct themselves within the Ogwadeni:deO Code of practice in exhibiting the values and qualities, Compassion and Kindness, respecting one another, working together, assisting one another, self reflection on actions taken, taking responsibility, encouragement, honest and moral conduct, being truthful and consistent and peaceful thoughts and actions.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Ogwadeni:deO reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

Ogwadeni:deO is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Ogwadeni:deO Code of Practice.

Date