



JOB POSTING #18-013

The following **bilingual** (French/English) **casual** position is available and applications are invited:

TITLE/BRANCH

Emergency After Hours Service (EAHS) Worker (casual)
Intake Branch

LOCATION/SUPERVISOR

Location: 30 Isabella Street
Reports to: EAHS Supervisor

HOURLY WAGE: \$33.00/hr

PURPOSE:

To be a member of a centralized Intake Unit. Responsible for completing investigations and assessing the need for protection of children in accordance with provisions of the Child and Family Services Act, Child Protection Standards, Abuse Protocols, and the Children's Aid Society of Toronto policies and procedures. To facilitate appropriate referrals, as required.

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 non CAST related matters to other agencies or resources, as appropriate.
2. Conducts case investigations including reviewing CCAS and CAST 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 movement of children at risk to a place of safety as mandated by the Child and Family Services Act.
4. Prepares and ensures accurate, thorough and timely recording of case information including completing Intake reports, contact logs and Safety Assessments as required by the Child and Family Services Act and CAST policy.
5. Performs other duties, as assigned.
6. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
7. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
8. Uses sound judgment in consideration of financial resources.
9. Complies with Society's financial policies and procedures.

QUALIFICATIONS:

Education and Experience

- M.S.W. or B.S.W.; or
- Master's degree in a related field with 1 year direct experience or 2 year's relevant experience; or
- Honour BA/BSc in a related field with 1 year direct experience or 3 year's relevant experience; or
- BA/BSc in a related field with 2 year's direct experience or 4 year's relevant experience; or
- BA/BSc degree in an unrelated field with 3 year's direct experience or 5 year's relevant experience; or
- Current member of the Child Welfare seniority group, levels 11 and 12.

Knowledge and Skills

- Ability to be decisive and effective under pressure.
- Comfort with and effectiveness in the use of authority.
- Ability to write clear and concise contact logs and Intake cases. Ability to work co-operatively, both in consultation and jointly with other professionals.
- Ability to work independently and to take responsibility for one's own workload.
- Comfort with and ability to work in a diverse and multicultural environment
- Bilingual fluency in both English and French

Requirements

- Valid G or G2 Ontario Driver's Licence.
- Access to a private vehicle for Agency work

THIS POSITION IS WITHIN THE BARGAINING UNIT

Anti-Oppression/Anti-Racism at CAST

CAST 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.

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.

TO APPLY, please visit <http://www.torontocas.ca/careers>. Applications must be received in the Human Resources Department, **NO LATER THAN MIDNIGHT ON WEDNESDAY, OCTOBER 31, 2018**. Applications can also be faxed (416-324-2400), or mailed (30 Isabella Street, 5th Floor) to the attention of Human Resources. Only qualified applicants will be acknowledged.