



The Children's Aid Society  
La Société d'aide à l'enfance  
Sudbury & Manitoulin

**JOB POSTING**  
BARGAINING UNIT VACANCY

Classification	Dept/Division/Location	Perm/Temp	FTE
After-Hours Child Protection Worker – Bilingual Preferred	After-Hours Services Sudbury	Temp. Part-Time (12 Months)	0.5

Standby hourly rate:	\$5.61 - \$6.75
Call out hourly rate (Unauthorized):	\$33.28 – \$35.29
Call out hourly rate (Authorized):	\$37.52 - \$49.48

**JOB FUNCTION**

Under the supervision of the After-Hours Service Supervisor, the incumbent provides after-hours services; responds to inquiries and referrals; investigates allegations of child maltreatment; and provides immediate protective services; and performs other functions as required. This position only carries a caseload in circumstances where a special request is made. This position requires the incumbent to respond to inquiries and emergencies, as well as complete the required documentation prior to the opening of the office the following day. This job is a part-time position whereby the incumbent works from a home office. Scheduling of hours includes weekdays from 4:30 p.m. to 8:30 a.m., weekends from Friday at 4:30 p.m. through to 8:30 a.m. Monday, all holidays, and any other time the office is closed.

**QUALIFICATIONS**

**EDUCATION**

- Bachelor of Social Work degree (BSW) preferred.
- Degree in the field of Human Services/Studies required.
- Diploma in the field of Social Work may be considered with a commitment to further education required.

**EXPERIENCE**

- Minimum two (2) years of relevant experience working in child protection and delivering child protection services is required for candidates who possess a degree.
- Minimum of five (5) years of relevant experience working in Child Welfare or Social Work is required for candidates who possess a diploma.

**MAJOR RESPONSIBILITIES**

- Respond to inquiries from the public, individuals in receipt of services, alternative caregivers, and community professionals.
- Respond to inquiries, referrals, and service demands specific to the needs of children/youth in care.
- Provide information about the role and mandate of the agency, various service functions, and other community resources.
- Liaise with other community professionals on behalf of individuals in receipt of services.
- Provide support/services to foster parents on an as needed basis.
- Receive, document, and investigate referrals regarding concerns about child maltreatment.
- Gather detailed information from the referral source.
- Conduct thorough internal and provincial record checks, review all family history, including cross-reference files, and code the information using the relevant Ministry guidelines.
- Determine the disposition and response time and conduct thorough and comprehensive child protection investigations in keeping with Ministry standards, agency policies, and relevant community and Band protocols.
- Utilize forensic interviewing techniques during investigative interviews.
- Create safety plans for children and engage extended family and community support.
- Complete court documentation, appear and testify in court.
- Secure alternate placements when necessary (i.e. kinship and foster care options).
- Ensure best practices are followed when placing children to facilitate the child's transition.
- Provide support to foster parents and other alternative caregivers during the placement process.
- Complete all documentation required within Ministry standards and agency time frames.
- Distribute all documentation to relevant workers and supervisors by the opening of the next business day and/or as soon as possible as deemed necessary and in consultation with the assigned supervisor.
- Ensure service files are current and contain all pertinent information.
- Work regular evening hours (4:30 p.m. to 8:30 a.m.) and weekend hours (Friday 4:30 p.m. through Monday 8:30 a.m.) including statutory holidays and work normal operation hours as required.
- Access to high-speed internet at the home office.
- Home office must be within cell phone and pager range.
- Employee must be in the agency's jurisdiction while on call.
- Perform other related duties as required.

**REQUIREMENTS**

- Knowledge of relevant legislation, regulations, and Ministry standards (e.g. the Child, Youth and Family Services Act);
- Demonstrated advanced verbal and written communication skills in English, including the ability to develop concise and thorough reports is required;
- Demonstrated advanced verbal and written communication skills in French including the ability to develop concise and thorough reports is considered an asset;
- Good understanding of the agency's values, service philosophy and objectives;

**REQUIREMENTS (Cont'd)**

- Demonstrated knowledge of Intersectionality, cultural competency and clinical practice within an anti-oppression framework;
- Clinical knowledge of child maltreatment, child development, attachment and separation, and family dynamics;
- Demonstrated clinical and counseling skills to provide assessment, engagement and support services to children, youth, families, and alternate care providers;
- Demonstrated understanding of, and commitment to, integrating the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships;
- Demonstrated ability to work with a vulnerable population which includes working with clients who are dealing with mental health, addiction and poverty issues;
- Knowledge of evidence informed practice;
- Knowledge of adult learning principles;
- Familiarity with community resources;
- Demonstrated cultural competencies in service delivery;
- Demonstrated ability to work effectively both independently and within a team;
- Demonstrated problem solving, planning, priority-setting, and conflict resolution skills;
- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of community resources and stakeholders;
- Demonstrated ability to work in a fast-paced work environment and to deal with stressful situations;
- Ability to maintain the appropriate safeguards for the Privacy and Confidentiality of Agency and client information;
- Extensive knowledge and proficient competence of computer software (e.g. Microsoft Office (Excel, Word), CPIN, Outlook);
- Possess and maintain a valid Class "G" Driver's License and personal insurance coverage with access to a reliable vehicle;
- Access to high-speed internet at the home office;
- Home office must be within cell phone range;
- Employee must be in the agency's jurisdiction while on call;
- Demonstrated presentation skills to represent the agency in the community and in legal proceedings;
- Occasional daytime work is required;
- Provide a negative Vulnerable Sector Check.

---

Interested applicants must submit an updated resume directly to:

Human Resources

[HR.Recruitment@casdsm.on.ca](mailto:HR.Recruitment@casdsm.on.ca)