

---

## KUNUWANIMANO CHILD & FAMILY SERVICES

### POSITION DESCRIPTION

### CHILD PROTECTION WORKER

#### POSITION SUMMARY

Reporting to the Program Supervisor, the Child Protection Worker is responsible for the provision of child welfare services to an assigned caseload of children and families within the eleven (11) First Nations communities served by Kuuwanimano in accordance with the *Child and Family Services Act* in the province of Ontario.

#### OVERALL ACCOUNTABILITIES

##### General:

- Subscribe to the organizational values of Kuuwanimano and complies with the organization's By-Laws, Policies, and Procedures;
- Ensures code of conduct is consistent with the agency's Vision, Mission and Values in the performance of their duties and when representing the Agency in any capacity and to observe the laws of Ontario and Canada and the policies of Kuuwanimano at all times.

##### Service:

- Provides fair, equitable, respectful and culturally relevant service to First Nations' children and families, consistent with the vision, mission and values of Kuuwanimano;
- Maintains effective relationships with First Nations Councils, Elders, committees and applicable agencies;
- Participates with relevant communities to explore service options and strategies to address issues affecting First Nations children and families;
- Develops linkages where appropriate within the broader Native context, including on and off-reserve communities, and their service representatives;
- Provides a range of ongoing child protection services to children and their families to an assigned caseload of both voluntary and non-voluntary clients;
- Receives and assesses referrals and service requests to determine eligibility and establishes immediacy of intervention required;
- Establishes effective relationships with a caseload of children either at home or in the care of the Agency;

- 
- Establishes effective therapeutic relationships with the child and his/her family to facilitate an accurate and thorough assessment of the child-parent relationship and identification of protection issues and client needs;
  - Investigates and assesses allegations of child abuse and/or maltreatment inclusive of conducting a thorough records check and interviewing all appropriate individuals;
  - Reports immediately to the manager, all incidents or suspicions of physical or sexual abuse of children;
  - Conducts and/or participates in physical and sexual abuse investigations as required;
  - Intervenes in crises situations, assesses risk to children and determines action which may include the need for alternative placement;
  - Coordinates, supports and facilitates customary care and Agency placements and prepares all required documents and supporting the child and family throughout the admission process;
  - Formulates recommendations for service following a comprehensive assessment of client needs;
  - Provides counseling and crises intervention services to children and families;
  - Advocates on behalf of children and families for a variety of support services within the community;
  - Intervenes in crises situations where imminent risk to child exists and initiates timely response to ensure the safety of the child;
  - Initiates referrals to collateral service providers and monitors and assesses the receipt of service;
  - Collaborates in the development of plans of care for children in the temporary care of the Agency;
  - Develops, implements and monitors treatment plans for children in accordance with identified needs;
  - Coordinates requirements for court hearings including preparing court documents, and evidentiary materials, preparing family members for attendance at court, reviewing case information with legal counsel and arranging and notifying witnesses;
  - Acts as a witness in child welfare, criminal and juvenile court matters in support of the agency's recommendations;
  - Provides transportation to children and their families to attend court proceedings and scheduled access visits as required;

- 
- Provides back-up to team members during periods of absence as directed;
  - Participate constructively in staff meetings, seminars and training sessions as required;
  - Able to provide on-call services when required;
  - And all other duties as required.

**Planning, Development & Implementation:**

- Ensures compliance with, and the consistent application of the CFSA and applicable standards and regulations and Kunuwanimano policies, procedures and protocols;
- Assumes responsibility for developing, implementing and monitoring service plans in collaboration with families, kin and community services;
- Leads and participates in consultations and case conferences with clients and service provider agencies and prepares required documentation and reports as required;
- Ensures accurate and timely completion of required case documentation including case histories, case notes, service plans, file recordings, legal documentation and reports within prescribed timelines;
- Complies and completes documentation to facilitate timely case transfers and/or file closure;
- Maintains an effective filing system and ensures confidentiality and safeguarding of all Agency and client records;
- Participates as a member of the team in the achievement of team service objectives and targets;
- Assist in analyzes service issues and contributes to facilitating positive change by advocating for and supporting the necessary systemic changes;
- Contributes to processes, related to Kunuwanimano's Status as a mandated agency under the legislation.

**Community Relations:**

- Participates in opportunities with other agencies where appropriate, and establishes and maintains effective working relationships;
- Communicates and explains Agency and Ministry policy to First Nations via regular contact and ongoing dialogue with community members and First Nation staff as requested;
- Establishes a schedule of regular meetings with the First Nations to identify and prioritize their organizational development and policy requirements related to service delivery and

---

service integration and assists in the preparation of First Nation work plans to achieve these requirements;

- Participates on committees, and community and provincial working groups as required;
- Participates in community events and activities, which promote a positive image of the agency;
- Provides information and advisory services to clients and members of the community related to the scope of agency services as well as the requirements of the Child and Family Services Act.

## **QUALIFICATIONS**

### **Education and Experience:**

- BSW degree or diploma in Child and Youth Worker or Social Service Worker program;
- A minimum of two (2) years' experience working with children's residential service within a human service environment, preferably with Aboriginal families;
- Equivalent combination of related qualifications and experience may be considered if no applications are received with the qualifications as specified above;
- Certificates for "New Hire" Module Training would be considered definite asset;
- Previous child welfare experience within First Nations' communities an asset.

### **Knowledge, Skills & Abilities:**

- Commitment to providing services in ways that respect First Nations cultural and spiritual practices;
- Ongoing commitment to upgrading knowledge and skills in the areas of traditional cultural healing services and contemporary clinical models;
- Commitment to providing services in the First Nation context of extended family and community involvement;
- Commitment and ability to understand and support the structure and operation of the eleven (11) First Nations served by Kunuwanimano;
- Knowledge of and commitment to the development of alternative, non-punitive healing approaches that are derived from Aboriginal culture;
- Demonstrate the ability to work and make program decisions within the financial limitations of a program and/or ability to exercise sound judgment in making program decisions;

- 
- Willingness and ability to support both traditional and contemporary healing practices and experience in working with Elders, Healers and contemporary helpers;
  - Ability to speak a Native language will be considered a major asset;
  - Knowledge of individual, family, child, adolescent and group behaviour;
  - Demonstrated skill and ability in case planning and management;
  - Demonstrate excellent assessment and investigative skills;
  - Possesses the ability to use authority with maturity and integrity;
  - Able to collaborate productively with people of diverse cultural and educational backgrounds, both within and outside the agency;
  - Proven ability to effectively handle crises in a calm manner;
  - Ability to organize and prioritize a variety of competing and urgent demands;
  - Demonstrate knowledge of risk assessments, counselling skills, child abuse standards, child welfare legislation and regulations;
  - Demonstrate the ability to work collaboratively and to elicit cooperation from others;
  - Possess a clear understanding of confidentiality and must maintain confidentiality in accordance to the rules, governing legislations and/or laws;
  - Demonstrated proficiency with various software packages including but not limited to word processing, database and or spreadsheet applications;
  - Demonstrate excellent planning, organizational, administrative and oral and written communication skills;
  - Demonstrate analytical, problem solving, negotiating and decision making skills;
  - Must produce a satisfactory “criminal reference check with Vulnerable Sector Screening” certificate and sign an agency “declaration oath of confidentiality”;
  - Demonstrate knowledge of all relevant legislation including but not limited to the *Child and Family Services Act especially (Part X)*, *Youth Criminal Justice Act*, *Mental Health Act*, *Occupational Health and Safety Act*;
  - Must be willing to work flexible hours;
  - Must be willing to travel and have access to a reliable vehicle with a \$2 million rider liability;
  - Must possess a valid, “G” Ontario driver’s license.