



POSITION TITLE:	INITIAL ASSESSMENT WORKER
DEPARTMENT:	SERVICES
REPORTS TO:	SUPERVISOR
CLASSIFICATION:	FULL TIME CONTRACT (UNTIL JUNE 2023)
LOCATION:	COBOURG, ON (ALDERVILLE PERMANENT)
POSTING DATE:	OCTOBER 19 TH , 2021
CLOSING DATE:	NOVEMBER 4 TH , 2021

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

The Initial Assessment Worker is responsible for determining eligibility to receive child protection services. This position conducts assessments of the reported current circumstances that children and families are experiencing, and assess the initial risk of children, based on information from a referral. The Initial Assessment Worker then consults with resources like the First Nation Community, The Child, Youth and Family Services Act, the Risk Assessment Model for Child Protection in Ontario and Dnaagdawenmag Binnoojiiyag Child & Family Services Policies in their decision making about the eligibility to receive services from our agency. The Initial Assessment Worker provides minimal crisis intervention, advocacy for families and makes appropriate referrals (of families) elsewhere to help meet the needs of families. This position is responsible for being the first contact for families in need of help and are expected to work from the service model of Dnaagdawenmag Binnoojiiyag Child & Family Services.

RESPONSIBILITIES

Clinical:

- Screens all calls directed to the Initial Assessment Department to determine whether a referral is eligible for services according to the Risk Assessment Model for Child Protection in Ontario.
- Performs both internal and external record checks i.e. Fast Track, Child Abuse Register for identification of children and families and prior involvement with services.
- Consults with direct supervisor on the nature of the call, the information obtained and the suggested course of response or next steps, in seeking the supervisor's approval to move forward.



- Provides information, consultation, assessment, and crisis intervention to sources of referral such as other professionals and liaises closely with other service providers in the community to ensure optimum referral to other services.
- Where a referral is not eligible for services, offers brief supportive services and referrals to other resources in the community, where appropriate.
- Where a referral is eligible for services, determines a correlation to the Risk Assessment Model, and codes the referral for opening in the Child Protection Information Network.
- Where the information involves a First Nation, Metis, or Inuit child and/or family, consults with the delegated authority who responds to matters of child protection, where appropriate or required prior to transfer.
- Quers the referral to a supervisor for approval and assignment to a worker or duty worker who will act on the referral and provide service to the children and/or family.

General:

- Gathers information that will elicit details and contextualize information that will help assess eligibility for services.
- Maintains effective, professional working relationships with community and agency collaterals.
- Provides crisis intervention support, as needed to referral sources or to families making self-referrals.
- Refers families to other resources in the community when the families' needs may be more appropriately met through those resources.
- Maintains accurate and factual case notes regarding the information they have received and ensures that information is placed in the referral.
- Actively participate in supervision in accordance with Dnaagdawenmag Binnoojiiyag Child & Family Services Policies and/or supervisor expectations.
- Participates in all team, departmental and staff meetings.
- The incumbent is also expected to provide input and recommendations into the development of the Initial Assessment program, as required.
- Attends work on time and for the duration of the workday, on a regular and consistent basis.

OTHER DUTIES

- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- Bachelor of Social Work Degree, or
- Master's Degree or Bachelor's Degree in a Human Services related field, and a minimum of three (3) years relevant experience working with children and families; Candidates with the above qualifications who are members of, or eligible for



membership in the Ontario College of Social Workers and Social Service Workers are preferred; or

- An acceptable level of formal education and extensive direct service experience in Child Welfare, with a determination of what constitutes “acceptable” at the discretion of the Executive Director, with a plan for obtaining any necessary additional qualifications or training to be formalized in writing as part of the offer and acceptance of employment.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

Knowledge Requirements:

- A working knowledge of child maltreatment issues and enhanced knowledge of child development.
- An excellent working knowledge of the Child, Youth and Family Services Act, the Young Offenders Act and appropriate sections of the Criminal Code in order to determine and to take appropriate action regarding intake and abuse procedures.
- Good working knowledge of the standards and policies set out by the Ministry of Community, Children and Social Services and Dnaagdawenmag Binnoojiiyag Child & Family Services.
- A good working knowledge of community resources to recommend programs for effectively servicing children and families and sound negotiating skills to act as an advocate for families.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

Ability Requirements:

- Strong co-operation and consultation skills in working with First Nations, Designated Persons and community representatives, Elders and community leaders.
- Excellent verbal communication skills in order to interact with families, all levels of Dnaagdawenmag Binnoojiiyag Child & Family Services staff and management and community professionals.
- Interpersonal skills to liaise with other professionals and to work effectively with families, specifically when required to use the authority inherent in the Dnaagdawenmag Binnoojiiyag Child & Family Services mandate.
- Ability to work effectively with difficult situations and people experiencing difficult circumstances.
- Good analytical skills to assess referrals regarding possible child neglect/abuse, determine the requirement for crisis intervention and take appropriate action.



- Well-developed assessment skills and the ability to learn expectations for assessment.
- Good organizational and coordination skills to respond to fluctuating workloads, respond immediately to crisis calls, and prioritize effectively.
- Teaching skills to provide community education regarding child welfare.
- Good written communication skills in order to document information in a clear, concise and accurate manner.
- Work cooperatively with other staff and management.
- The Initial Assessment Worker may experience circumstances that affect their own wellbeing, when working with families or assessing information about families in difficult situations. Worker must remain non-judgmental and objective regarding allegations of child protection concerns and be able to assess information as factual documentation.
- Decision-making is often required under time pressure and limitations.
- Information can be reported at any time and often must be followed up immediately.
- High-risk cases require immediate follow-through.
- Work is performed under the direction/guidance of a Supervisor with access to the Legal Counsel for direction, as required.
- Direct access is also available to the Senior Managers, Director of Services and the Executive Director of Dnaagdawenmag Binnoojiiyag Child & Family Services, with the expectation that the employee will follow the appropriate lines of authority. Reference may be made to the Child, Youth and Family Services Act, Ministry guidelines, Dnaagdawenmag Binnoojiiyag Child & Family Services Policies, First Nation Community expectations, and the Regional Protocol, as required.

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

ACCOUNTABILITIES

The employee is required to have a good working knowledge of all laws, rules, regulations, policies and procedures, as well as the Regional Protocol which impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families and communities.

WORKING CONDITIONS



Dnaagdawenmag Binnoojiiyag
Child & Family Services

EMPLOYMENT OPPORTUNITY

- You will be provided a working location within your region by the Organization.
- Travel within the catchment area will be required.

SALARY RANGE

- \$65,773.95 – \$79,274.31, dependent on education and experience.

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
 - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.