



<b>POSITION TITLE:</b>	INITIAL ASSESSMENT WORKER
<b>DEPARTMENT:</b>	SERVICE
<b>REPORTS TO:</b>	SERVICE SUPERVISOR
<b>CLASSIFICATION:</b>	ONE (1) FULL TIME PERMANENT VACANCY & ONE (1) FULL TIME CONTRACT VACANCY (UNTIL SEPTEMBER 2027)
<b>FULL SALARY RANGE:</b>	\$74,655.27 - \$99,959.85*
<b>LOCATION:</b>	FLEXIBLE WITHIN OUR CATCHMENT AREA (SUBJECT TO AVAILABILITY & APPROVAL)
<b>POSTING DATE:</b>	JUNE 3, 2026
<b>CLOSING DATE:</b>	JUNE 17, 2026

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 and to investigate allegations that a child may need protection. This position conducts assessments of children and their families and formulates plans to ensure the safety and wellbeing of a child in accordance with Child and Family Services Act and Dnaagdawenmag Binnoojiiyag Child & Family Services Procedures. This also includes the removal of children from their families when the safety of a child cannot be assured. The Initial Assessment Worker provides crisis intervention, short-term counseling intervention services, advocacy to families and makes appropriate referrals (of families) elsewhere in the community. This position involves attending and giving evidence in both the Family Courts as well as Criminal Court. On First Nations territory, the worker may carry a generic caseload including duties ordinarily carried out by Intake, Family Services and Children's Services Workers.

### **RESPONSIBILITIES**

- Gather information that will elicit details and contextualize information that will assess eligibility for CAS intervention.
- Maintain effective, professional working relationships with the community collaterals by providing consultation.
- Investigate allegations of protection concerns.
- Investigate allegations of child abuse in partnership with the appropriate Police Services as set out in the relevant Child Abuse and Assault Protocol.



- Investigate allegations of abuse involving foster families and residential services operating within Dnaagdawenmag Binnoojiiyag Child & Family Services jurisdiction.
- Develop appropriate child protection interventions to meet the individual needs of the child and family, based on comprehensive Risk Assessments Model for Child Protection in Ontario, collateral assessments/ interventions, in addition to sound clinical and investigative interview techniques.
- Develop specific goal orientated intervention based on Plan of Services with child and family.
- Provide crisis intervention, short-term mediation and supportive counseling to children and families as required.
- Develop intervention plans with internal and external collaterals.
- Refer families to other resources in the community when the families' needs may be more appropriately met through these resources.
- Remove and/or admit children to CAS care via Temporary Care Agreements where necessary to ensure the protection and safety of a child.
- Develop the initial Plans of Care for children admitted into care.
- Prepare for and attend court, providing testimony when required at Family Court and Criminal Court hearings.
- Prepare and participate in the development of Court documents.
- Present Child Abuse cases at the Dnaagdawenmag Binnoojiiyag Child & Family Services' Child Abuse Review Team and follow the recommendations to place alleged offenders on the Register. Submit required reports to the Register.
- Supervise access visits between children in care and caregivers as required.
- Prepare clients for the transfer of service from Intake to on-going protection services and participate in transfer conferences and transfer interviews.
- Maintain accurate and contemporaneous case notes documentation.
- Actively participate in supervision in accordance with Dnaagdawenmag Binnoojiiyag Child & Family Services and/or supervisor expectations.
- Respond to immediate safety concerns about children where required.

**Clinical:**

- Screen all calls directed to the Intake Department to determine whether a referral is eligible for services according to the Risk Assessment Model for Child Protection in Ontario.
- Provide information, consultation, assessment, crisis intervention to sources of referral such as other professionals and liaise closely with other service providers in the community to ensure optimum delivery of services.
- Where a referral is not eligible for services, provide by telephone brief supportive services and referrals to other resources in the community where appropriate.
- Where a referral is eligible for services, perform an investigation according to the Risk Assessment Model, including performing a Safety Assessment and making Verification and Protection decisions.



- Where the investigation is to take place in the territory of a First Nation within the catchment area, the referral information shall be transferred to the worker responsible for services within the community as determined by the Intake Supervisor and the Supervisor for agency services for that First Nation.
- Ensure immediate safety of children through a Safety plan that may include, where appropriate, removing children from their home and placing them in the care of Dnaagdawenmag Binnoojiiyag Child & Family Services. Prepare admission information for children admitted into care. Removals shall only occur where alternative approaches to ensuring child safety have been exhausted or the circumstances have such urgency that it is not appropriate to delay acting to ensure immediate child safety. Any removal must be conferenced with the Executive Director within 24 hours; only the Executive Director may authorize a court application.
- Assess requests for financial assistance for clients and arrange for such assistance if deemed justified and necessary.
- Prepare clients for the transfer of service from Intake to Ongoing child protection services, including transfer conferences and transfer interviews.
- Present abuse cases at Dnaagdawenmag Binnoojiiyag Child & Family Services' Child Abuse Review Team and submit reports to the Child Abuse Register should the Child Abuse Review Team so recommend.
- Investigate cases of alleged physical and/or sexual abuse involving children in the care of Dnaagdawenmag Binnoojiiyag Child & Family Services and in some cases wards of other Societies placed in the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area. Conduct joint investigations with the police, where appropriate, the parent CAS if not Dnaagdawenmag Binnoojiiyag Child & Family Services, and with the Ministry regarding abuse involving any child in the care of Dnaagdawenmag Binnoojiiyag Child & Family Services or another CAS.
- Conduct joint investigations with police, as appropriate to ensure the safety of children.

**Other Duties:**

- Perform other duties as assigned.

**POSITION REQUIREMENTS**

**Education and Experience Requirements:**

- Bachelor of Social Work Degree, or BSW equivalency; 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;
- A working knowledge of physical and sexual abuse issues.
- Experience working within an Indigenous Child-Wellbeing setting would be considered an asset.



### **Knowledge Requirements:**

- An excellent working knowledge of the Child 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 Ministry and Dnaagdawenmag Binnoojiiyag Child & Family Services standards and guidelines for the investigation of abuse cases including the Service Delivery Protocol.
- 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 the client.
- A good working knowledge of community services within the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area and surrounding areas to assist in service provision.
- 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 to interact with clients, all levels of Dnaagdawenmag Binnoojiiyag Child & Family Services staff and management and community professionals.
- Interpersonal skills to liaise with other professionals and to deal effectively with clients specifically when required to use the authority inherent in the Dnaagdawenmag Binnoojiiyag Child & Family Services mandate. Ability to deal effectively with resulting hostility.
- Good analytical skills to assess referrals regarding possible child neglect/abuse, determine the requirement for crisis intervention and take appropriate action.
- Well-developed diagnostic and assessment skills to recommend or carry out appropriate therapeutic interventions.
- Good organizational and coordination skills to respond to fluctuating workloads, respond immediately to crisis calls, and prioritize effectively.
- Teaching skills to provide community education in abuse and child welfare.
- Good written communication skills to document information in a clear, concise, and accurate manner.
- Strong interviewing and crisis intervention skills in addition to a basic knowledge of child development.

### **Mandatory Requirements:**

- 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.
- Must be willing to work flexible hours including weekends, evenings and holidays as required.

### **WORKING CONDITIONS**

- A working location with a hybrid work from home option is available, subject to initial and ongoing eligibility.
- Travel within the Agency's catchment area will also be required from time to time.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week scheduled between 8:30am and 4:30pm. However, we recognize that Agency needs may at times require work outside of regular hours, including evenings, weekends, and holidays. We offer flexible work arrangements and strive to maintain an 8-hour workday (inclusive of a 1-hour lunch) wherever possible. Scheduled start and end times may vary, and additional hours may be required.

### **STARTING SALARY RANGE**

- Starting salary is \$74,655.27 - \$89,978.56 - depending on qualifications and experience.

\*PLEASE NOTE: The full salary range is the total earning potential for this position. Increases are awarded based on your annual performance review.

### **TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 work-related supervisory 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.