



**Reporting to:** Supervisor, Child & Family Protection Unit

**Classification:** Full Time Temporary up to 2 months (with possible extension) contract; 35 hours weekly, union

**Type of Posting:** Absence backfill

**Salary Range:** \$65,298 – 88,617 per annum

**Starting Date:** As soon as possible

**Application deadline:** Application will be reviewed on an ongoing basis up to Monday October 27, 2025, 11:59 PM

**Application Procedure:** Please apply through our Career portal section of our website: <https://hccas.ca>

## MISSION

Guided by Catholic values and teachings, we serve and offer bilingual (English/French) service to children, youth and families within the Hamilton community to protect their safety and well-being, strengthen families and nurture lifelong relationships.

The Catholic Children's Aid Society of Hamilton is committed to having a workforce that is reflective of the diversity of the city of Hamilton and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Qualified candidates must have the skills and knowledge needed to work with an increasingly diverse population as well as knowledge of inequities, how they are perpetuated, and the skills to address them, specific to the requirements of the job.

We are currently seeking **Child Protection Worker** to join our team on a full-time temporary basis for a for up to two month contract. This position will include the Investigation and Ongoing role. The contract may be extended based on service requirements.

## Duties:

- Carries out all accountabilities according to the Child, Youth and Family Services Act, Ministry of Children, Community and Social Services (Ministry) standards, Protocols, and Agency policies and procedures, and manuals.
- Responds to allegations of child maltreatment according to the Ontario Child Protection Standards.

- Develops and implements comprehensive plan to provide for protection of children within families or prevention of circumstances requiring the protection of children.
- Applies strength based approach to determine the strengths, needs, protective factors to develop safety plans and intervention strategies.
- Undertakes planning to safely reintegrate child into the family home while continuously monitoring effectiveness of plan.
- Carries out duties associated with legal requirements and court appearances. Documentation meets evidentiary requirements for court for both child protection and other court proceedings.
- Conducts child protection investigations including reviewing any relevant child protection records, conducting investigative interviews of children, caregivers, other family members, and appropriate additional information sources such as school personnel, police and neighbors.
- Intervenes in crisis situations and initiates a range of immediate protective actions, as required, which may include movement of children at risk to a place of safety as mandated by the Child, Youth and Family Services Act.
- Initiates a relationship with the child and the family to facilitate an accurate and thorough assessment of the protection issues and client needs, to inform the service plan and to effectively respond to problems and reduce the potential for risk to the child/children.
- Implements the service plan with the child and family including appropriate management of the therapeutic relationship, providing counseling for the child and the family and conducting ongoing assessment of any child protection issues and the level of risk to children in the home.
- Coordinates and facilitates admissions by advising the Resources Placement Department of all relevant case information, preparing required documents, addressing separation issues, and providing support to the child and family in the admission process.
- Provides information and consultation to Children's Services Workers and/or Foster Parents regarding case information and the specific needs of children who are being transferred into the Society's care.
- Participates in consultations and case conferences.
- Documents in CPIN a record of all contacts, interventions, supervisor consultation as well as maintaining a record of all relevant reports and correspondence.
- Model and coach interaction skills to assist clients in interacting with other service providers, health care professionals, educators, landlords etc. Provide information and advice to clients on how to access goods and services.
- Monitor and document the care, health, and well-being of children in their home.
- Advocate with, and make referrals to, service providers and other professionals with respect to understanding and meeting the needs of our clients.
- Monitor and document the behaviour of caregivers, including identification of issues arising from substance abuse, and/or family violence.
- Observe, report and record details of contacts with clients. To review case documentation and report on cases to Supervisor on a regular basis.
- Attends unit meetings, participate in unit program evaluation and development and to keep current on professional development opportunities.
- Provides consultation and case management direction to support services and to workers who work with the children in care and foster families.
- Attends and organizes case conferences pertaining to children.
- Actively participates and attends regular supervision. Ensures supervisor is made aware of case management issues and concerns, client contacts, standard compliance and paperwork and recordings.
- Plans and schedules duties in an organized manner to ensure priorities and deadlines are met.
- Provides coverage duties as assigned.

**Qualifications:**

- Must be authorized as a Child Protection Worker
- MSW or BSW is preferred; consideration will be given for a relevant undergraduate university degree or social services college degree with a combination of education and experience.
- 1-3 years of experience in a child welfare agency is desired
- Demonstrated experience and skills working with diverse ethnic and racial communities.
- Demonstrated capacity and ability in the following areas:
  - Forensic and clinical interviewing, reasoning and assessment skills;
  - Tact and diplomacy, with the ability to be decisive and effective under pressure;
  - Work effectively and strategically in a multi-disciplinary team;
  - Superior communication and presentation skills;
  - Ability to liaise and bridge services;
  - Excellent crisis intervention skills;
  - Excellent time management skills.
- It is essential that the incumbent is comfortable working with service recipients who are reluctant to engage.
- Demonstrated skills in psycho-social assessment, ability to plan and implement a variety of interventions, make differential use of various treatment modalities and counseling practices.
- An understanding of social casework principles as they relate to service delivery to families and children. Experience working with children and families facing multiple challenges.
- Ability to write timely, clear, concise case notes, recordings and reports.
- Effective time management skills, conducting investigations in a timely manner and completing administrative tasks within specified deadlines.
- Effective interpersonal and communication skills to establish and maintain open, trusting and approachable relationships with adolescents through outreach and youth engagement strategies.
- Ability to effectively engage with families, youth, and children.
- Demonstrated knowledge and skillful use of *Signs of Safety*.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.

**Additional Requirements for this Position:**

- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs.
- Demonstrates a commitment to, and work ethic in leadership and role models behaviours that demonstrates the Mission and Vision of the Catholic Children's Aid Society.
- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- Respectful and compassionate demeanor.
- At the time of hire, documents required will include:
  - Vulnerable Sector Police clearance
  - Provincial Child Protection Record Check
  - Valid Ontario Driver's license and acceptable drivers abstract.

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*Catholic Children's Aid Society of Hamilton is committed to ensuring a unbiased selection process that values equity, diversity and inclusion and reflects the Hamilton Catholic community that we serve.*

*In order to minimize interviewer bias we have incorporated the following into our selection process:*

- 1. We will have our interview panel score written assignments blind to eliminate bias*
- 2. We will seek out recent examples on behavior-based questions during the interview process*
- 3. We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
- 4. We will hold your application in strict and professional confidence*

*We are an equal opportunity employer and are committed to building on inclusive process that respects the dignity and independence of people with disabilities. If you require disability-related accommodation in order to participate in the recruitment process, please inform Human Resources at the time when you are invited for an interview*