

## **Child Protection Worker-Intake, School Based Team**

**Reporting to:** Supervisor, School-Based Team

**Classification:** Full-Time Permanent Child Protection Worker; 35 hours weekly, union

**Type of Posting:** To Fill a Permanent Vacancy

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

**Starting Date:** As soon as possible

**Application deadline:** 11:59pm Sunday June 14, 2026. Applications will be reviewed on an ongoing basis.

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

This position is being posted both internally and externally. Internal candidates who meet the job requirements will be interviewed prior to external candidates.

### **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-Intake Worker, School Based Team** to join our team on a full-time Permanent basis. This position will include the Intake role. The successful applicant must be an authorized Child Protection Worker

**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 and agency policies.
- 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.
- Develops equitable safety plans to protect children within their family networks wherever possible.
- Utilizes a strength based approach to determine the strengths, needs, protective factors to inform safety plans and intervention strategies.
- Carries out duties associated with legal requirements and court appearances. Documentation meets evidentiary requirements for court for both child protection and other court proceedings.
- Leads and 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.
- Advocate with, and make referrals to, service providers and other professionals with respect to understanding and meeting the needs of our service recipients.
- Regularly attends assigned schools and develops relationships with principals and school staff to enhance services provided to families.
- Provides presentations about child protection services in schools.
- Attends unit meetings, participate in unit program evaluation and development and to keep current on professional development opportunities.
- Actively participates and attends regular supervision. Ensures supervisor is made aware of case management issues and concerns, service recipient contacts, standard compliance and recordings.
- Plans and schedules duties in an organized manner to ensure priorities and deadlines are met.
- Provides coverage duties as assigned.

**Qualifications:**

- 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; candidates must be an authorized Child Protection Worker.
- 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;
  - 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 be comfortable with engaging and working with individuals reluctant to receiving service from the agency.
- 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.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.

**Additional Requirements for this Position:**

- Computer literate with demonstrated proficiency in Microsoft office.
- 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.

- At the time of hire, documents required will include:
  - As per Bill 188, Vulnerable Sector Police clearance
  - Provincial Child Protection Record Check
  - Valid Ontario Driver's license and acceptable drivers abstract

The Agency is inviting applications from qualified individuals who self-identify as being part of one or more of the under-represented equity groups. During the online applications process, applicants will have the opportunity to complete the online questionnaire to indicate if they self-identify as being part of an equity seeking group. Answering the questionnaire is voluntary. If the questionnaire is not completed by an applicant, they will not be considered as being from an equity seeking group.

*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 will review a candidate's lived experience during the interview and when assessing staffing needs*
4. *We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
5. *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 a 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.*