



**The Children's Aid Society**  
**La Société d'aide à l'enfance**  
**Sudbury & Manitoulin**

**JOB POSTING**  
**BARGAINING UNIT VACANCY**

Classification	Dept/Division/Location	Perm/Temp	FTE
Bilingual Child Protection Workers	Service	Permanent	3

Salary Range (Authorized): \$66,783 - \$88,067 annually  
Salary Range (Unauthorized): \$59,230 - \$62,817 annually

**JOB FUNCTION**

Under the supervision of the Service Supervisor, the incumbent is responsible for providing comprehensive Child Welfare services to children, youth and families, ensuring their immediate and ongoing safety.

**QUALIFICATIONS**

**EDUCATION**

- Bachelor of Social Work degree (BSW) preferred.
- Degree in the field of Human Services/Studies required.
- Applicants with a Diploma in the field of Social Work may be considered should they commit to furthering their education and obtaining one of the Degrees listed above.

**EXPERIENCE**

- Minimum two (2) years of relevant experience working in child protection and delivering child protection services is required for candidates who possess a degree.
- Minimum of five (5) years of relevant experience working in Child Welfare or Social Work is required for candidates who possess a diploma.

**DUTIES & RESPONSIBILITIES**

1. Complete all documentation required within Ministry standards.
  - Document all contacts in contact logs.
  - Complete and/or update recording documents.
  - Ensure service files are current and contain all pertinent information.
2. Practice in an evidence-informed manner.

- Participate in professional development activities, training, and education and integrate new clinical knowledge and skills into practice.
  - Participate in team/function and staff meetings.
3. Receive, document, and investigate referrals regarding concerns about child maltreatment.
  4. Perform all other related duties as required.

## REQUIREMENTS

- Knowledge of relevant legislation, regulations, and Ministry standards (e.g., the Child, Youth and Family Services Act).
- Demonstrated advanced verbal and written communication skills in both English and French, including the ability to develop concise and thorough reports is required.
- Good understanding of the agency's values, service philosophy and objectives.
- Demonstrated knowledge of Intersectionality, cultural competency, and clinical practice within an anti-oppression framework.
- Clinical knowledge of child maltreatment, child development, attachment and separation, and family dynamics.
- Demonstrated clinical and counseling skills to provide assessment, engagement and support services to children, youth, families, and alternate care providers.
- Demonstrated understanding of, and commitment to, integrating the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships.
- Demonstrated ability to work with a vulnerable population which includes working with clients who are dealing with mental health, addiction, and poverty issues.
- Knowledge of evidence informed practice.
- Knowledge of adult learning principles.
- Familiarity with community resources.
- Demonstrated cultural competencies in service delivery.
- Demonstrated ability to work effectively both independently and within a team.
- Demonstrated problem solving, planning, priority-setting, and conflict resolution skills.
- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of community resources and stakeholders.
- Demonstrated ability to work in a fast-paced work environment and to deal with stressful situations.
- Ability to maintain the appropriate safeguards for the Privacy and Confidentiality of Agency and client information.
- Extensive knowledge and proficient competence of computer software (e.g., Microsoft Office (Excel, Word), CPIN, Outlook).
- Possess and maintain a valid Class "G" Driver's License and personal insurance coverage with access to a reliable vehicle.
- Provide a negative Vulnerable Sector Check.

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Interested applicants must submit an updated resume directly to:

Human Resources  
hr.recruitment@casdsm.on.ca  
Jordan.Jackson@casdsm.on.ca