



## **EMPLOYMENT OPPORTUNITY**

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### **(2) Case Workers (Youth Protection) Level II**

**KSCS is seeking highly skilled & experienced individuals who are responsible to provide child protection services to the community of Kahnawake.**

Under the supervision of the Support Services Clinical Supervisor, the Case Worker operates as part of a multi-disciplinary team and provides extensive social, psychological, youth protection, addictions and family services which empowers and enables individuals, families and community to take responsibility for problems and issues confronting them.

#### **Required Education & Experience:**

- Must be an active member of the Professional Order of Social Workers or the Acquired Rights List, with one (1) to three (3) years related work experience.
- Experience and working knowledge conducting assessments, evaluations and completing Integrated Service Plans.
- A valid driver's license and access to a vehicle.

**Status:** Indefinite full-time position, with a 6-month probationary period.

**Salary:** Starting at \$35.98/hour.

**Schedule:** 35 hrs/week; must be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

KSCS Human Resources at [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca). You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at [www.kscs.ca](http://www.kscs.ca). Call 450-632-6880 for more info.

**Deadline to apply is:** Thursday, April 17<sup>th</sup>, 2025, at 4:00 pm.

### GENERAL INFORMATION

<b>Code:</b>	FLS11
<b>Job Title:</b>	<b>Case Worker (Youth Protection) Level II</b>
<b>Department:</b>	Family Services, Support Services-Youth Protection
<b>Date of Job Description:</b>	April 2011
<b>Date of Revision:</b>	September 8, 2023
<b>Job Reports To:</b>	Clinical Supervisor of YP & YCJA

### JOB DESCRIPTION SUMMARY

Under the supervision of the Support Services Clinical Supervisor, the Case Worker operates as part of a multi-disciplinary team and provides extensive social, psychological, youth protection, addictions and family services which empowers and enables individuals, families and community to take responsibility for problems and issues confronting them.

With general management/clinical supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.

Service focuses on assessing safety and reducing risk to children in need of protection and responding to the different needs of families. Provides child protection services from the point of referral to case closure and the coordination of services with other service providers.

Under the Quebec Youth Protection Act and the Youth Criminal Justice Act, decisions are based on significant analysis & interpretation of the law. Within policy, modifies methods, techniques & procedures to achieve results. Has full autonomy to deliver predefined accountabilities. Technical output is trusted as accurate and sound.

### CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
<b>Determines the needs of KSCS clients.</b>	<ul style="list-style-type: none"> <li>➤ Conducts the evaluations and orientations of Youth Protection signalment.</li> <li>➤ Gathers personal and biographical data from clients using the telephone or in person pertaining to his/her presenting situations.</li> <li>➤ Conducts initial screening of individual clients, including the application of standard screening tools.</li> <li>➤ Conducts detailed, comprehensive family assessments, family genealogy, family background screenings and safety assessments.</li> <li>➤ Conducts background investigations, documents reviews, communicates with organizations to gather information, and any other information gathering activities necessary to determine the safety and needs of the clients.</li> </ul>
<b>Acts as the Youth Protection Service Provider.</b>	<ul style="list-style-type: none"> <li>➤ Ensures the safety and development of all children at the forefront of his/her decision making within the context of his/her work.</li> <li>➤ Provides short and long term Youth Protection services and supportive counselling to individuals, families, youth and elderly, within potentially chronic, multi-problem families.</li> <li>➤ Performs crisis intervention.</li> <li>➤ Advocates for individual client's rights on behalf of his/her assigned clients.</li> <li>➤ Determines needs for foster and institutional care, which may also involve removing children from his/her natural homes, often in collaboration with the Kahnawà:ke Peacekeepers.</li> <li>➤ In collaboration with the Team Leader of Tsi Ionteksa'tanonha Foster Care identifies, secures and coordinates the transportation of children to appropriate resources for placements, such as extended families, foster care or institutional placements.</li> <li>➤ Provides support to single parents, couples having difficulty.</li> <li>➤ Provides coverage to peer Case Workers during his/her absence for vacations, wellness or other periods.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Performs the role of Roster Worker on a daily rotational basis to provide emergency assistance for at-risk situations, which may involve providing coverage for Intake Services.</li> </ul>
<b>Acts as the case manager when assigned this role.</b>	<ul style="list-style-type: none"> <li>➤ Manages the coordination of overall case duties when required for multi-disciplinary services.</li> <li>➤ In collaboration with support personnel, coordinates specific case meetings, such as Placement and Review Meetings, Case Conferences and Case Reviews with assigned case team.</li> <li>➤ Ensures effective follow up and reporting to all assigned case team members.</li> <li>➤ Ensures proper referrals, internal or external requests, assessments, briefings and updates are given to all team members assigned to the case.</li> </ul>
<b>Performs conflict resolution as required.</b>	<ul style="list-style-type: none"> <li>➤ Performs intensive, non-violent crisis interventions as needed for assigned cases, covering cases and emergency situations.</li> <li>➤ Due to the conflictual nature of youth protection work, the Case Worker often encounters anger, hostility and negativity. It is important for the worker to work through these feelings and ensures that they are also protected.</li> <li>➤ Assists families in resolving conflict.</li> <li>➤ Acts as a mediator, if required, within family situations when conflict resolutions will be attempted.</li> <li>➤ Makes appropriate referrals to allow families the opportunity to resolve his/her conflicts.</li> <li>➤ Ensures the safety and development of children is not compromised during conflict situations.</li> </ul>
<b>Represents KSCS within court proceedings.</b>	<ul style="list-style-type: none"> <li>➤ Appears on behalf of the community within the Quebec Court setting for cases requiring judicialization.</li> <li>➤ Submits comprehensive individual court reports on behalf of the case team for assigned cases in appropriate time frames.</li> <li>➤ Ensures clients are aware of his/her legal rights.</li> <li>➤ Ensures any necessary collaboration with the Youth Protection lawyers has occurred prior to appearance in court or to schedule meetings to ensure planning occurs.</li> <li>➤ Ensures Supervisor is aware of the results of the court proceedings in the event support is required.</li> <li>➤ Ensures the Process Verbal, court orders, or other documents issued by the court is entered and staff members, in particular On Call Services, are made aware of them.</li> </ul>
<b>Develops effective partner relationships.</b>	<ul style="list-style-type: none"> <li>➤ Establishes contacts, and works in conjunction with schools, hospitals, Peacekeepers, Social Development Unit, clergy, shelters and group homes and any other resources as may be necessary for the best interests of the assigned families.</li> <li>➤ Makes necessary referrals to services within/outside the community as appropriate to clients' needs.</li> <li>➤ Attends and participates in collaboration meetings established by KSCS management and other organizations.</li> <li>➤ Includes partner organizations in team briefings, case conferences, information sharing and joint planning as it may be appropriate and for the best interests of the case.</li> </ul>
<b>Maintains an accurate accounting of records.</b>	<ul style="list-style-type: none"> <li>➤ Educates, trains, practices and utilizes the Case Management Recording System recording system on a regular basis for all assigned cases.</li> <li>➤ Records all required information of all assigned cases in Case Management Recording System in a timely manner, such as case contacts, client information, assessments, service plans, documents, reports, resources, legal agreements, placements, and any other information pertinent to a case.</li> <li>➤ Reviews the entries from team members within his/her assigned cases.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Assists clients and/or submits necessary documents on behalf of his/her clients for administrative purposes, such as registration forms, Notification of Placements, birth certificates, passports, Medicare documents.</li> <li>➤ Maintains accurate records of time sheets, expenses, travel claims, caseload summaries, and schedules; submits these records to the immediate Supervisor in a timely manner.</li> <li>➤ Participates in team meetings as required.</li> <li>➤ Attends training meetings/workshops/conferences relevant to area of employment and as delegated by the Supervisor.</li> <li>➤ Provides for Third Party Administration for clients as required.</li> </ul>
<b>Performs individually assigned duties as may be directed by the Supervisor.</b>	<ul style="list-style-type: none"> <li>➤ Provides After-Hours Services, as per the On Call Procedures when required, under normal circumstances, this operates on a volunteer basis to cover days that the On Call Worker is unavailable; however, the Case Workers may be called upon to fulfil these duties for an extended period.</li> <li>➤ Provides school liaison duties as required and as delegated.</li> <li>➤ Provides specific Youth Criminal Justice Act (YCJA) facilitation for cases, including placements, individual or family meetings, judicialization, probation, community service, and any other activity associated with the YCJA.</li> <li>➤ Participates on and supports ad hoc working groups formed for the purpose of improving service deliveries.</li> <li>➤ Designs, develops, and implements skill building, therapeutic or support groups, with the collaboration of internal/external partners.</li> </ul>
<b>Performs any other job-related duties as may be required by the immediate Supervisor.</b>	

### COMMUNICATIONS

<b>Team Work:</b>	➤ Occasionally requires a level of collaboration and cooperation to get work or projects complete.
<b>Advising:</b>	➤ Frequently provides information that must be understood and explained.
<b>Training:</b>	➤ Occasionally trains stakeholders or clients.

### ENVIRONMENTAL FACTORS

<b>Types of Schedule:</b>	➤ Regular work week, moderate flex.
<b>Stress Factor:</b>	➤ High stress in job.
<b>Deadlines:</b>	➤ Numerous and tight deadlines.

### ACCOUNTABILITY

<ul style="list-style-type: none"> <li>➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures, directives, the vision, mission and philosophy of KSCS.</li> <li>➤ To provide professional, trustworthy and tactful support, counselling, crisis intervention and On Call Services to individuals, families, youth and the elderly of the Kahnawà:ke community.</li> <li>➤ To deal with the clients, other service providers and the court system in a respectful and diplomatic manner and with empathy and cultural sensitivity.</li> <li>➤ To maintain positive relationships and work constructively with all community agencies, organizations and individuals dealing with youth protection.</li> <li>➤ To demonstrate a positive role model in the community.</li> <li>➤ To ensure cases are accurately recorded, in a timely manner, and, are working with a multi-disciplinary team;</li> <li>➤ To submit well-researched and documented reports.</li> <li>➤ To administer all necessary paperwork including case records, case summaries, court reports, time and expense sheets with accuracy and in a timely fashion.</li> <li>➤ To maintain confidentiality practices.</li> </ul>	
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### QUALIFICATIONS

<b>Education and Experience required</b>	➤ Must be an active member of the Professional Order of Social Workers or the Acquired Rights List, with one (1) to three (3) years related work experience.
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<b>Skills and Requirements</b>	<ul style="list-style-type: none"> <li>➤ Experience and working knowledge conducting assessments, evaluations and completing Integrated Service Plans.</li> <li>➤ Knowledge in maintaining a clinical file.</li> <li>➤ Knowledge and experience in leading a case conference.</li> <li>➤ Ability to handle conflict situations.</li> <li>➤ Strong organizational, office skills, time management skills with ability to meet deadlines.</li> <li>➤ Ability to multitask and excellent decision-making skills.</li> <li>➤ Good knowledge and understanding of the issues facing the community and its present and future needs.</li> <li>➤ Good knowledge of computer programs (MS Word, Excel etc).</li> <li>➤ Valid drivers' license and access to a vehicle.</li> <li>➤ Ability to continuously travel locally and outside of the community.</li> <li>➤ Ability to deal with moderate to high stress.</li> <li>➤ Ability to work flexible hours, evenings and/or weekends to meet the needs of the client.</li> <li>➤ Lifestyle must reflect that of a positive role model.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Kanien'keha.</li> <li>➤ Knowledge of French.</li> </ul>

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**Immediate Supervisor**

\_\_\_\_\_  
**Incumbent**

\_\_\_\_\_  
**Date**