

Job Description

Community Social Worker

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Community Social Services Worker (CSSW) is responsible for providing community based social services to identified groups, individuals and families within applicable legislation in order to protect and improve the social well-being and functioning of families and individuals.

SCOPE

(The way that the position contributes to and impacts on the organization)

The CSSW reports to the Director, Community Services and must provide case plans/plans of care to his/her supervisor for approval. In many situations, the CSSW must make his/her own decisions and take action independently without consultation with the supervisor. The CSSW is expected to seek direction from his/her supervisor when faced with out of the ordinary situations.

The caseload may include multi-problem children or families with complex needs. Poor decision making can have a profoundly negative impact on a child, their family and the community. The day to day workload is often crisis oriented and unpredictable.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Provide child protection services, within applicable legislation, to prevent children up to the age of 16 from suffering emotional, sexual, physical and/or other types of abuse and neglect.

Main Activities

- Ensure legislation, standards and guidelines are being followed and the child's best interests are paramount
- Respond to reports of abuse
- Provide support services
- Conduct investigations into reports of abuse (i.e. conduct interviews and facilitate medical or psychological examinations)
- Apprehend children in immediate need of protection
- Provide family counselling and support
- Prepare court documents where applicable (written and verbal)
- Develop and implement case plans including reviews and evaluations
- Facilitate and participate in case conferencing
- Facilitate foster home care (development, recruitment and training, placement, monitoring and evaluation)
- Provide adoption services by conducting personal history reports, making recommendations and completing family reunion reports

2. Provide mental health services within the code of ethics and the Mental Health Act

Main Activities

- Conduct needs and risk assessments
- Provide counselling services including helping clients to identify problems and possible solutions
- Provide resolution and referral services for clients who require specialized counselling
- Facilitate needs fulfilment through the provision of counselling and/or referral services

3. Provide community corrections services

Main Activities

- Acts as an officer of the court
- Supervise the specifications in the probation order, the parole standard or the conditional sentence
- Supervise adult probation by:
 - Discussing the terms of the probation with the individual
 - Advising the individual on how to meet requirements
 - Monitoring the individual's progress
 - Completing progress reports and recommendations
 - Providing pre-sentence reports for Judge's review and consideration
- Supervise individuals on parole by:
 - Conducting community assessments on individuals on parole
 - Completing penitentiary placement reports
 - Completing reports and making recommendations to the parole officer based on case notes
 - Supervise individuals who have been given conditional sentencing by monitoring and reporting on the progress of the individual in consideration of sentence based conditions
- Supervise the Young Offender Program by:
 - Completing court and legislative responsibilities
 - Preparing predisposition reports
 - Supervising referrals from Youth Justice Committee

4. Provide community development services in order to improve social functioning

Main Activities

- Conduct community needs assessments with relevant groups
- Partner with appropriate community resources to develop ways to meet identified needs
- Conduct program and service evaluations with partner groups
- Facilitate workshops, groups, etc., as required

5. Provide services to the aged and handicapped in order to facilitate the fulfilment of their needs

Main Activities

- Conduct needs assessments (i.e. residential placement, finance, safety)
- Assist clients with attaining resources that fit their needs including the provision of financial assistance when required
- Monitor needs fulfilment and needs development

6. Perform other related duties as required

Main Activities

- Develop appropriate programs and services
- Provide feedback on written documents
- Provide suggestions and arrange for training to improve skills and abilities

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

The incumbent requires knowledge of social work theories, practices and procedures. The incumbent requires knowledge and understanding of all pertinent legislation and policies including the Mental Health Act, the Child and Family Service Act, the Adoption Act, the Young Offender's Act, the Federal and Territorial Criminal Code and all other relevant legislation and acts. The incumbent requires specific knowledge in the areas of needs and risk assessment, family dynamics, the impact of trauma, psycho-social functioning theories and practices and child protection theories, models and practices. The incumbent requires knowledge of case management, case conferencing and investigation and intervention theories and practices.

The incumbent must be able to respond or assist in emergency situations and have very good interpersonal, mediation, negotiation and conflict resolution skills. He/she must have well developed organizational, verbal and written communications skills, interviewing and analytical skills and good computer skills. The incumbent must be flexible, adaptable and able to work effectively in a variety of settings and in a cross-cultural situation and be knowledgeable of the services available in the community. He/she must demonstrate sound judgement particularly in dealing with safety issues and in dealing with aggressive clients and/or clients and children at risk. The incumbent must have an understanding of crisis management and the ability to deal with life threatening situations including the prevention of suicide. Other skills required include:

These skills, knowledge and abilities would normally be gained through completion of a Social Work Diploma Program combined with related social work experience. Due to the requirement to travel within the community, a driver's license is also preferred.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

There are considerable physical demands associated with this position. The incumbent regularly makes visits to clients' homes and must often respond to emergency situations. The incumbent must also be able to physically restrain children when required and protect his/herself in physically confrontational situations. The incumbent faces a significant amount of emotional stress which can cause related physical stress on muscles as well as other physical symptoms such as headaches and fatigue. The incumbent is also on call and must often respond to situations during off hours which can disrupt normal sleep patterns and cause fatigue. In cases of child relocation, the incumbent may be required to assist the child by carrying belongings and must often lift, carry and/or comfort small children.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent must spend a considerable amount of time in uncontrolled situations such as client homes. Many times this is in response to emergency situations that are unpredictable, emotional and threatening. The incumbent must regularly deal with clients who are experiencing serious problems and that can be very difficult and dangerous.

Sensory Demands

(The nature of adverse sensory conditions affecting the incumbent)

The incumbent will be exposed to sights and sounds associated with patients who are ill and injured. The incumbent must be very adept at listening to others.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The incumbent works in an extremely stressful environment where there are considerable mental and emotional demands. The volume of work as well as the unpredictability of the work cause mental stress and the mental demands associated with assessments and life altering decisions that must be made. The types of situations that may be encountered, particularly when children are involved cause emotional stress. The incumbent may be placed in a situation where his/her own life may be threatened as well as life-threatening situations for others such as instances of attempted suicide.

CERTIFICATION

Employee Signature	Supervisor's Title
Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
First Nations Administrator's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.