

# CHILD WELL-BEING WORKER

## JOB DESCRIPTION



<b>Department</b>	Services
<b>Immediate Supervisor</b>	Service Supervisor
<b>Location</b>	Manitoulin Island / Sudbury
<b>Salary Range</b>	In Accordance with the Salary Scale

### **About Kina Gbezhgomi Child and Family Services (KGCFS)**

Kina Gbezhgomi Child and Family Services is an Anishinabek Agency dedicated to serving Anishinabek children, families, and communities through culturally grounded child well-being services. Our work honours the Anishinaabe way of life, values, teachings, and practices. While conventional child welfare approaches may supplement our services, the Anishinaabe cultural foundation remains central to all service delivery.

We are committed to providing culturally responsive, community-based services that protect children, strengthen families, and promote Mino Bimaadizowin — living the good life.

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### **Overview**

Reporting to the Service Supervisor, the Child Well-Being Worker delivers mandated child protection services in accordance with the Child, Youth and Family Services Act, First Nation standards, Ministry regulations, and Agency policies. The worker provides assessment, investigation, intervention, and ongoing case management services to children, youth, and families to ensure safety, well-being, permanency, and connection to culture and community.

Workers may be assigned to one or more service areas, including Phone Screening, After Hours, Intake, Family Services, and Child-in-Care.

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### **Key Responsibilities**

#### **Core Responsibilities – All Service Areas**

- Provide culturally grounded, strengths-based, and anti-oppressive child protection services
- Build respectful, collaborative relationships with children, families, caregivers, extended family, First Nations, and community partners
- Conduct assessments, investigations, safety planning, and service interventions
- Respond to crisis and high-risk situations to ensure immediate child safety
- Advocate for children and families and connect them with appropriate community resources
- Maintain accurate, timely documentation, reports, and case notes in accordance with legislative and Agency standards
- Prepare court documentation, affidavits, and reports; attend court and provide testimony as required

- Participate in clinical supervision, case conferences, and team meetings
  - Engage in ongoing professional development, cultural learning, and wellness planning
  - Adhere to all Agency policies, procedures, and legislative requirements
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## **Service Area Responsibilities**

### **Phone Screening**

- Receive and assess referrals regarding children potentially in need of protection
- Gather detailed information and conduct records checks
- Determine eligibility, disposition, and response times
- Provide information and referrals to families and community services
- Prepare documentation and facilitate case transfers

### **After Hours**

- Respond to urgent and emergency calls outside regular business hours
- Assess immediate safety risks and initiate protection investigations
- Determine the need for apprehension or admission to care
- Arrange emergency placements and supports
- Provide transportation and crisis support to children and families

### **Intake**

- Conduct child protection investigations
- Assess risk and safety, develop safety plans, and collaborate with First Nations partners
- Coordinate admissions to care and service plans
- Prepare documentation for transfer or closure

### **Family Services**

- Provide ongoing case management and therapeutic intervention
- Develop and implement family-based service plans
- Support reunification, permanency, and healing
- Coordinate services with community partners
- Supervise family access visits and provide counselling support
- Facilitate family conferencing and culturally appropriate approaches

### **Child-in-Care**

- Assess and respond to the holistic needs of children in care
  - Develop and monitor plans of care
  - Support placements and permanency planning
  - Maintain family and cultural connections
  - Advocate for education, health, and community supports
  - Prepare youth for independence and life skills development
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## **Qualifications**

### **Education**

- Diploma in Social Services, Social Work, Child and Youth Care, or a related human services field from a recognized post-secondary institution
- Bachelor of Social Work (BSW) or related degree is preferred

### **Experience**

- Minimum two (2) years of experience delivering direct, frontline child welfare, child protection, or family support services preferred
- Experience working with Anishinaabe children, families, and communities strongly preferred
- Experience responding to crisis situations, conducting assessments, and managing complex caseloads is an asset

#### **Cultural Knowledge & Community Connection**

- Knowledge, respect, and understanding of Anishinaabe history, teachings, traditions, and community practices
- Demonstrated ability to provide culturally safe, trauma-informed, and strengths-based services
- Ability to speak or willingness to learn the Anishinaabe/Ojibway language is considered a strong asset
- Applicants of Anishinaabe ancestry are encouraged to self-identify

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#### **Skills, Knowledge & Abilities**

- Knowledge of the Child, Youth and Family Services Act, Ontario Child Protection Standards, and related legislation
- Strong assessment, crisis intervention, and case management skills
- Ability to work effectively in high-stress and emotionally sensitive situations
- Excellent written and verbal communication skills, including report writing and court preparation
- Strong interpersonal and collaboration skills
- Ability to work independently and manage competing priorities
- Proficiency with computers, databases, and web-based systems
- Knowledge of Anishinaabe culture and the ability to work in a culturally safe and respectful manner

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#### **Conditions of Employment**

**Travel and transportation are essential functions of this position.** The role requires frequent, time-sensitive travel across Manitoulin Island, Sudbury, and other jurisdictions. This includes community visits, home visits, court appearances, emergency and after-hours responses, and transportation of children and families. The ability to operate a motor vehicle independently is a **bona fide occupational requirement**. Employees must possess and maintain:

1. A valid, unrestricted Class G Ontario Driver's Licence
2. An acceptable driver's abstract
3. A reliable vehicle
4. Minimum \$1,000,000 liability insurance

Additional requirements:

- Provide and maintain a clear Police Records Check and/or Vulnerable Sector Screening Check
- Maintain valid First Aid/CPR certification
- Work flexible hours, including evenings, weekends, and on-call shifts
- Carry Agency-issued phone and equipment and operate Agency vehicles when required

- May be exposed to volatile or hazardous environments and crisis situations

**Cultural Commitment**

**The successful candidate will:**

- Demonstrate knowledge, respect, and sensitivity to Anishinaabe culture and traditions
- Support families in achieving Mino Bimaadizowin (living the good life)
- Practice cultural safety, humility, and responsiveness
- Honour traditional teachings and healing approaches
- Support inclusive and affirming services for all children and youth, including LGBTQ2S+ individuals

**Work Environment & Physical Requirements**

- Office, community, and home-based settings
- Indoor and outdoor work environments
- Exposure to traditional medicines and cultural practices (e.g., wood smoke, sage, sweetgrass, cedar)
- Prolonged sitting or standing and computer work
- Occasional lifting up to 12 kg (25 lbs)

**Disclaimer**

- This job description is not intended to be all-inclusive. Additional duties may be assigned as required to meet operational needs.

**ACKNOWLEDGMENT OF RECEIPT**

I certify that I have read, understand, and agree to the responsibilities assigned to the position. I further understand that other duties may be assigned, or my role modified as necessary to meet changing needs of the organization.

Print Name	Employee's Signature	Date (DD/MM/YYYY)

I certify that this job description is an accurate description of the responsibilities assigned to the position at present. Management reserves the right to amend roles or duties as required.

<b>Denise Morrow</b>		
Print Executive Director Name	Executive Director Signature	Date (DD/MM/YYYY)