



Community Social Services Worker

Job Definition Worksheet



Name: _____ **Location:** _____ **Sheet of** _____

Responsibility: Administers and arranges for Child Protection Services

Task	Standards	Procedures & Protocols	Authority / Decision Level
1. Take appropriate action to protect children suffering from abuse and/or neglect	1. Have working knowledge of protocols, procedures and definitions for physical, sexual and emotional abuse 2. Ensure that Intake information is accurately documented and acted upon as per protocol 3. Conduct thorough investigations to ensure an accurate assessment of the need for child protection 4. Initiate a plan of care committee or apprehend for child needing protection 5. Ensure that in the apprehension of a child that legislative and regulatory requirements have been met and alternative placement arrangements 6. Make workable recommendations for securing of resources to ensure child protection solutions 7. Ensure that the drafting, filing and serving of court documents are according to protocol and procedure		



Name: _____

Location: _____

Sheet of

Responsibility: Administers and arranges for Child Welfare Services

Task	Standards	Protocols/Procedures	Authority / Decision Level
1. Administer case plans for children	1. Write case plans that are clear, achievable and detail specific solutions of re-integration or permanent care 2. Supervise case plans to ensure they are working; rewrite plans as necessary; and detect early warning signals that child is still at risk and develop solutions for intervention 3. Work with families to resolve issues and conflict and implement mutually negotiated solutions 4. Be aware of all legislation, regulations, policies and procedures; then provide social interpretations of them on how they are applied in the community		



Name: _____

Location: _____

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Responsibility: Administers and arranges for Child Welfare Services

Task	Standards	Target / Expectation	Authority / Decision Level
1. Assist in the establishment of foster homes	2. Assist prospective foster parents to properly complete application package 3. Follow all steps in procedure to conduct a Home Study review and report 4. Deliver a Public Relations plan/package to raise level of awareness and recruit perspective foster parents. (speaks to groups, advertises, profile successful foster parent situations) 5. Ensure that foster parents receive appropriate training 6. Develop a plan of communications between foster parents and biological families 7. Mediate conflicts that arise between foster parents and biological families 8. Complete Foster Home File according to form 9. Cross reference relevant information to Child Protection and Parent File		



Name: _____ **Location:** _____ **Sheet of** _____

Responsibility: Provides support services to individuals, families and communities

Task	Standards	Target / Expectation	Authority / Decision Level
1. Provide relevant information and/or by introducing a client to a service	1. Advocate for services on the clients behalf with individuals and other departments 2. Assist clients to fill out government forms 3. Arrange payment for special needs of indigent clients 4. Refer family violence victims to appropriate support resources		
1. Intervene in crisis situations to provide immediate services to individuals/families in emergency situations	1. Conduct a risk assessment to ensure client's safety 2. Provide solution focused counseling 3. Provide appropriate intervention to assist with family conflict 4. Refer appropriate clients to the Mental Health Worker 5. Counsel victims of domestic violence as to the cycle of violence and on how to formulate a safety plan for future incidents		
3. Encourage and assist members of the community to participate in the planning and organization and operation of activities designed to improve the social conditions of the community	1. Proactively be involved with inter-agency initiatives 2. Assist other interest groups in writing proposals for social initiatives 3. Update the community on changes to legislation and programs 4. Assist community to acquire information on resources for social issues like FAS/FAE, substance abuse, etc.		



Name:		Location:		Sheet # <u> 5 </u>	
Responsibility: <i>Provides support services to individuals, families and communities</i>					
Task		Standards		Target / Expectation	
				Authority / Decision Level	
4. Provide support to the aged and the handicapped		<ol style="list-style-type: none"> 1. Facilitate family meetings to develop respite plans for families caring for the chronically ill and dying 2. Assist in the assessment of needs and the planning for in-home support or long term care for the aged to include where necessary the provision of home care services 3. Investigate elder abuse allegations 4. Work closely with mental health professionals to provide case management for complex cases 5. Refer, then monitor and support individuals in institutional care 6. Advocate for clients in the community 			
5. Deliver Social Programs		<ol style="list-style-type: none"> 1. Deliver programs as set out by GNT and Regional Health Board 2. Follow protocols for response to sexual, physical and emotional abuse 3. Assume other delegated duties to provide specific program leadership and liaison 4. Conduct formal and informal needs assessments to determine program needs 5. Attends and actively participates in staff meetings to exchange information and assist in ongoing program planning, implementation and evaluation 			



Name:	Location:	Sheet # <u> 6 </u>
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Responsibility: *Administers and arranges for Community Correctional Services*

Task	Standards	Target / Expectation	Authority / Decision Level
1. Provide professional supervision of Young Offenders	1. Provide supervision for court ordered programs to young offenders on probation 2. Prepare and provide pre-disposition reports for the courts on young offenders to assist the court in sentencing 3. Provide oral and/or written reports or information respecting a young offender at the request of the court 4. Supervise community service orders for young offenders sentenced to community service hours 5. Issues authorizations to detain to RCMP 6. Liaise with incarcerated youth, extended family and corrections personnel to determine a change in disposition or to review progress of youth		



Name:		Location:		Sheet # <u> 7 </u>	
Responsibility: <i>Administers and arranges for Community Correctional Services</i>					
Task	Standards	Target / Expectation	Authority / Decision Level		
2. Provide professional supervision of Adult Offenders	<ul style="list-style-type: none"> 1. Prepare pre-sentence reports and community assessments for parole 2. Provide, at the request of the court, oral and written reports on social information respecting the offender 3. Provide supervision to adult offenders on probation, on mandatory parole and on conditional sentencing disposition 4. Counsel newly released offenders to assist their re-integration and make a satisfactory adjustment to community living 5. Supervise community service order for offenders sentenced to community service hours 6. Consult with and provide feedback to institutional personnel regarding inmate case planning 				



Name:		Location:		Sheet # __ 8 __	
Responsibility:		Community involvement			
Task	Standards	Target / Expectation	Authority / Decision Level		
1. Establish good relationships and professional liaison	<ul style="list-style-type: none"> 1. Develop and maintain good working relationships with other agencies and the community 2. Provide professional advice and participate in community programs 3. Represent Social Services in a professional manner 4. Attend scheduled inter-agency meetings and participate in co-operative ventures, initiatives and information sessions 5. Provide leadership and co-ordination to assist in making Inter-agency initiatives work 				



Name:		Location:		Sheet # __9__	
Responsibility: General Administration					
Task		Standards		Target / Expectation	
				Authority / Decision Level	
1. Maintain client records		2. Maintain records accurately, in detail and with confidentiality			
		3. Complete all forms and documents as per policy and procedures and guidelines			
		4. Document all contacts, including after hours, to the appropriate file			
		5. Operate all equipment and machines efficiently and safely			
		6. Provide accurate and up-to-date activity statistics			