



## **The Children's Aid Society** *of the District of Thunder Bay*

### **Position Overview for CDS Support Worker – Casual**

#### **Children's Developmental Services (CDS) Program**

Operating under the auspices of the Children's Aid Society of the District of Thunder Bay, the goal of the CDS Program is to enable children and youth with complex medical/developmental needs to remain at home in the care of their families. Working directly with families and community partners, the CDS Program provides case management and other support services unique to each family's needs.

#### **CDS Support Workers**

CDS Support Workers are individuals with a background in human services and a passion for working with children and youth with developmental challenges. CDS Support Workers are energetic, caring people hired on an as-needed contract basis to work with children and youth served through the CDS Program. The support provided by CDS Support Workers augments services provided by other community agencies and family connections.

#### **CDS Case Managers**

CDS Case Managers engage families in planning, negotiating and collaborating with community partners for the provision and coordination of individualized, culturally responsive, flexible services to meet the unique needs and circumstances of the family. CDS Case Managers provide support, resources and direction to the CDS Support Workers in carrying out their duties and responsibilities.

#### **CDS Support Worker Duties**

CDS Support Workers are engaged primarily in two areas:

##### **Community Support**

CDS Support Workers assist with transporting children and youth to appointments, recreational programs, special events or other activities in the community. CDS Support Workers provide one-to-one support to enable children and youth to participate to the fullest extent in meaningful activities promoting inclusion. Specific dates/times of outings are arranged by the CDS Support Worker in direct consultation with the parent.

##### **In Home Support**

CDS Support Workers provide one-to-one support to children and youth in their own homes, affording the parents the opportunity of a much needed break in situations where the child or youth's needs are significant and there are no other alternative care giving options. Training as to the specific care requirements, behavioural strategies and recommended interventions is provided by the family.

## **Work Assignment**

Once approved, the CDS Support Worker signs a Generic Contract and their name is put on a Master List that is made available to all CDS Case Managers. When the services of a CDS Support Worker have been approved for a family, the CDS Case Manager contacts a CDS Support Worker and enquires about their availability, experience and interest in working with the specific family. If the CDS Support Worker is interested and their skills appear to be a good match for the family, the CDS Case Manager will meet with the CDS Support Worker and family, outlining duties, preferred hours of work and other pertinent specifics of the family's support needs.

## **Time Commitment**

Some CDS Support Workers work as few as 2-3 hours per week with one family, while others may be working up to 20-30 hours per week with several different families. It usually depends on the availability of the CDS Support Worker and their interest in working with our CDS families.

CDS Support Workers are asked to give the CDS Case Manager at least two weeks' notice if they cannot continue in their role to allow the CDS Case Manager an opportunity to recruit and hire a new CDS Support Worker for the family.

## **Work Hours**

This position is intended to be a casual, part-time position. There is no guarantee of hours. CDS Support Workers may accept as many hours of work as they can reasonably handle, up to a maximum of 40 hours per week. It is the CDS Support Worker's responsibility to keep track of their own hours as they could be working with several different CDS families at the same time.

## **CDS Support Worker Supervision**

CDS Support Workers are supervised by the Manager of Resources, CDS & Outreach if working in Thunder Bay. District CDS Support Workers are supervised by a District Office Manager. Any questions related to general tasks and duties, human resource issues, employment conditions, agency policies/procedures and/or training will be addressed by the assigned Manager. Additionally, all Health and Safety incidents, issues and concerns are to be reported to the assigned Manager.

CDS Support Workers are assigned work by a CDS Case Manager, who also provides ongoing mentoring and support. CDS Case Managers provide information to CDS Support Workers with regards to specific questions/updates relating to children/youth and families they are involved with.

## **Orientation and Training**

All newly hired Thunder Bay CDS Support Workers are required to attend an evening Agency Orientation Session. Individualized orientation plans are developed for District CDS Support Workers as required. In addition, specific training of interest to the CDS Support Workers may be offered from time to time. CDS Support Workers are reimbursed for time spent in Orientation or Training.

## **Compensation**

Compensation is as follows:

Salary	\$14.00/hr + 4% vacation pay
Mileage	.49/km
Incidental client related expenses	as pre-approved by CDS Case Managers

## **Vehicle and License Requirements**

This position requires access to a reliable vehicle suitable for transporting children. The CDS Support Worker must carry appropriate insurance for the term of the employment contract (minimum of \$1,000,000 liability coverage) and inform their carrier that they are driving for employment purposes. The employee must also possess a valid Class "G" Driving License and a safe driving record. A safe driving record is defined as possessing less than 6 demerit points and no more than 2 driving offences in the last 3 years, as confirmed by the completion of a Driver's Abstract Check through the Ministry of Transportation (completed at no cost by the CAS upon an offer of conditional employment).

## **Application Process**

Applicants may apply on line at: [www.thunderbaycas.ca](http://www.thunderbaycas.ca). Go to "Careers" to submit a cover letter and resume.

Or apply directly to:

**Kate Fraser, Manager of Human Resources**  
**The Children's Aid Society of the District of Thunder Bay**  
**1110 Jade Court, Thunder Bay, ON**  
**P7B 6M7**

### **Note:**

Employment is conditional upon applicants providing (at their own cost) a current Criminal Records Check – Vulnerable Sector, deemed satisfactory to the Employer, upon hire. The CRC must be completed by the applicant's residential police services provider.

In addition, the applicant must consent to the agency completing a driving record check and an internal Child Welfare check (no cost to the applicant for either check).

The results of all three checks must be deemed acceptable by the agency prior to commencement of employment.