

	Job Description #	9140
	<b>JD</b>	
	<b>CARE AND TREATMENT WORKER</b>	
	Date Issued:	July 2003
	Date Revised:	April 2022
<b><u>JOB DESCRIPTION</u></b>	<b>Job Description Approval</b> <hr/> Chief Executive Officer	
<b>Care and Treatment Worker</b>		

**POSITION TITLE:** Care and Treatment Worker -- Relief Position

**REPORTING TO:** Clinical Manager

**POSITION SUMMARY**

The Care and Treatment Relief Worker works in in collaboration with the Care and Treatment Counsellor in our school-based treatment program. Care and Treatment Programs are intensive, structured, therapeutic, non-residential school-based day treatment programs for children exhibiting moderate to severe emotional, social and behavioural difficulties. The Care and Treatment Program is designed to serve the needs of children with problems such as emotional disturbance, anti-social behaviour and who are otherwise unable to function within a regular school classroom for reasons associated with emotional behavioural disorders.

**MINIMUM EDUCATION**

- Child and Youth Care Diploma

**MINIMUM EXPERIENCE**

- 2 (Two) years experience working with children and families
- Equivalent combinations of training and experience may be considered

**QUALIFICATIONS:**

- Demonstrated ability in working with children and adolescents in a day treatment setting.
- Demonstrated ability to make sound decisions, and carry them out and/or delegate.
- Demonstrated ability and maturity to act calmly in situations demanding quick assessment and immediate action.
- Demonstrated ability to working both independently and as an inter-disciplinary team member.
- Sound knowledge of and ability to apply basic child and adolescent management approaches.
- Ability to utilize/access community/ professional resources.

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- Knowledge of the application of clinical instruments as part of evaluative practice is an asset (i.e. CAFAS).
- Knowledge of pertinent legislation, such as, The Child Youth and Family Services Act, The Education Act, and the Youth Criminal Justice Act.
- Ability to develop and maintain professional working relationships with Agency staff, consultants, referral sources, service providers, education personnel, and parents.
- Proficiency with computers, especially Microsoft Word, Microsoft Outlook, Excel, PowerPoint, and data MIS.
- Possession of a current First Aid Certificate and CPR is required.
- Ability to provide services in both official languages (English/French) is an asset.
- Possession of a valid Ontario Driver's License, ability to travel, and use of a personal vehicle.
- Availability to work flexible hours including evenings and occasional weekends.

### **DUTIES AND RESPONSIBILITIES:**

1. Maintain the confidentiality of our clients and client information at all times as per agency policies and procedures.
2. Participate as a member of the Treatment Planning Team, facilitating through the peer consult process, the development, maintenance, and ongoing review of a) individual treatment plans, and b) the day to day content of the program.
3. Prepare for and participate in the Individual Placement Review Committee Meetings.
4. Responsible for the application of the individual treatment plan developed for each child in the Care and Treatment Classroom setting, as determined by the Treatment Planning Team.
5. Implement the policies and procedures developed by the Agency to ensure a safe and secure treatment environment in the day treatment program and in adventure-based learning activities where applicable.
6. Maintain consistent liaison and involvement with the guardian/family and collateral agencies (where applicable) regarding the child/youth, and maintain clear lines of communication on the client's behalf.
7. Provide individual, family and group services where applicable.
8. Provide support services, parent education to individuals or groups of parents.
9. Work in cooperation with the assigned case manager (as applicable), the Clinical Supervisor, and other clinicians assigned to ensure that client information is shared and the case plan is coordinated and supported in a timely and efficient manner.
10. Follow Agency policies and procedures in regard to case recording, filing, and distribution of client records.
11. Provide input into the development of proposals for service growth and delivery.
12. Take initiative to develop a personal professional development plan.

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13. Assume other responsibilities as may be assigned from time-to-time by the Clinical Supervisor / Clinical Manager.