Job Title: Children’s Services Assistant – Child Justice  
Department: Child Justice  
Section: Care, Legal and Regulatory Services  
Reports to: Team Leader, Child Justice  
Direct Reports: NA  
Indirect Reports: NA

JOB SUMMARY

The Children's Services Assistant – Child Justice is responsible for providing administrative and social services support for routine matters to improve the social and psychological well-being of children who are at risk. The role of the Assistant involves providing administrative and other support to the Section/Department in all interventions involving children, parents, and families, to determine their needs.

All activities must be geared towards maintaining the highest levels of service to all internal and external stakeholders and clients, must be sensitive to children's issues, must conform to the guidelines and standards set by The Authority and to all legal, regulatory and statutory requirements.

KEY RESPONSIBILITIES AND DUTIES

i. Contributes to the overall effectiveness of the Authority by administratively supporting the Child Justice team, framework, structures, systems, policies, programmes and protocols to support the Authority’s mandate.

i. Provides administrative support to the team for court appearances.

ii. Assists and supports the team with the conducting of social investigations on referrals/complaints regarding children in conflict with the law and Children in Need of Supervision.

ii. Assists and supports the team with regards to the conducting initial and risk assessments of children who are in conflict with the law to determine their needs with a focus on the goal of preserving the family and rehabilitating the child.
iii. Works collaboratively with the Children’s Courts, Community Residences, Rehabilitation Centers, and other residential placements to assist them to support and improve the well-being of the child.

iv. Assists the Child Justice Team with scheduling Court ordered assessments and visits as necessary.

v. Assists the team in preparation for court that makes a petition to the court or provides testimony on behalf of a child.

iii. Maintains documented records of the personal history, interventions and action plans related to each child and submits appropriate reports to the Team Lead.

iv. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies and advising on trends in social services management.

v. Supports the development and maintenance of a team environment by performing other related duties.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate Degree in Social Work, Social Sciences, Psychology, Counselling, Management or related field.

- One year’s experience in the social services field would be an asset.

- Working knowledge of laws relating to the rights of the child

- Working knowledge of laws relating to the protection of children

- Experience working with at risk youth children will be an asset.

- Voluntary/internship experience working with children and/or families.

- Working knowledge of social services agencies in Trinidad and Tobago.

- Working knowledge of social problems and cultural norms in Trinidad and Tobago, especially as they relate to children.
• Working knowledge of social intervention strategies.

• Or equivalent combination of training and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

• Confidentiality with respect to information records concerning families and children.

• Communication (both written and oral) and interpersonal skills.

• Planning and organizational skills.

• Team work skills.

• Analytical and problem solving skills.

• Customer service orientation.

• Demonstrable interest in children, their needs and rights.