

THE CHILDREN'S AUTHORITY OF TRINIDAD AND TOBAGO
JOB DESCRIPTION – CHILDREN'S SERVICES ASSOCIATE – ASSESSMENT

Job Title: Children's Services Associate, Assessment

Department: Assessment Unit

Section: Care, Legal and Regulatory Services

Reports to: Team Lead, Assessment

Direct Reports: NA

Indirect Reports: NA

JOB SUMMARY

The **Children's Services Associate, Assessment** is responsible for conducting psychosocial assessments of children referred to the Assessment Centre with a view to determine the treatment plan that outlines the supports required for securing the best outcomes for the child. The role involves conducting social work intakes with children and families and using verified supplementary information to inform decisions on placement and care recommendations. All these services will be delivered in keeping with best practice, while respecting and promoting the rights of the child.

When carrying out this responsibility the Associate may be required to appear before the Courts, as there may be instances where the Courts will bring clients to the attention of the Authority.

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, and must conform to the guidelines and standards set by The Authority and to all legal, regulatory and statutory requirements.

KEY RESPONSIBILITIES AND DUTIES

- i. Assesses the circumstances of each child referred by conducting a detailed intake interview which takes the form of a psychosocial assessment that captures comprehensive information on the case history of the child, identifies the pattern of behaviours, the extent of the circumstances affecting the child and his or her significant others, in order to inform diagnostic impressions, evaluation and recommendations for further intervention.
- ii. Recommends required services and makes requisite referrals as needed.
- iii. Liaises with caseworkers from other Units within the Authority who conduct home visits to determine the child's living arrangements,

relationship between household members, sleeping arrangements, economic situation, type and condition of home accommodation, availability of and access to amenities and neighbourhood conditions.

- iv. Conducts school visits and liaises with caseworkers from other Units within the Authority who also conduct school visits to determine the child's academic performance, intellectual functioning, achievement, intra and interpersonal behaviours, personality style and changes, and the child's family interaction with school.
- v. Interacts with the police when necessary in being part of a joint investigative team that conducts the interview of the child in summary and indictable matters.
- vi. Collaborates with the multidisciplinary team in the multidisciplinary case conference and in developing the treatment plan for the client.
- vii. Completes social intake reports which contribute towards the treatment plan of each child assessed.
- viii. Maintains documented records of the personal history, interventions and action plans related to each child assessed and submits appropriate reports to the Team Lead.
- ix. Provides client debriefing as required.
- x. Provides basic crisis intervention and other services aimed at attending to the socio-emotional needs of the child.
- xi. 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.
- xii. Supports the development and maintenance of a team environment by performing other related duties.
- xiii. Contributes to the overall effectiveness of the Authority by implementing the assessment framework, structures, systems, policies, programmes and protocols to support the Authority's mandate.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Social Work.
- Two years' experience in the social services field would 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 laws relating to the protection of 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.