

SOCIAL, INFORMATION AND HEALTH COMPONENT
APPENDIX 4 – WORKLOAD REPORT

Employee name: _____ **Job Title:** Social Worker Intake and Investigation

Work Location: _____

Supervisor: _____ **Excluded Manager:** _____

STAGE 1 – Verbal discussion with supervisor – 14 days to respond.

STAGE 2 – Problem description:

Unable to meet MCFD policy/standards/expectations in the following areas:

Receiving incoming reports and walk ins, assessing child welfare reports, completing the Prior Contact Check and File Review, receiving Memos and Incidents from Centralized Screening, converting Memos to Incidents and adding Memos to Incidents, completing Screening Assessment Tool, completing Safety Assessment, interviewing families and children, attending homes and schools, notifying RCMP and coordinating investigations with RCMP, consulting with Team leader, contacting collaterals, completing Incident on ICM Computer system, developing and documenting Safety Plan, completing Vulnerability Assessments, Vulnerability Reassessments, Family Strength and Needs Assessments, Family Plans, Reunification Assessment. Removing Children, completing Voluntary Care Agreement, Special Needs Agreement, completing court documents, arranging for service and serving court documents on all parties, attending court, meeting with Director’s counsel to prepare court case, testimony and help with witnesses, writing affidavits, opening Cases on the ICM Computer System, notifying family and other professionals of involvement and removal, complete referral document for foster home, placement of children in foster home, arranging access visits for children with family members, Out of Care Options home studies, home visits, criminal record checks, Prior Contact Checks, initiating and maintaining Resource contracts for Out of Care Option Care providers, identifying cultural heritage and contacting and consulting with Aboriginal Communities, Opening/Transferring/Closing Recordings, Reportable Circumstances Reports, completing Occupational Health and Safety Risk Assessment checklist. Participating in mandatory webinars on policy changes, practice updates, legislation changes, completing Employee Evaluation Process.

Approximate time spent weekly keeping Time and Leave Management System up to date: _____.

Approximate amount of UNPAID time that signatories are performing on a weekly basis: _____.

What factors contribute to the problem?

Workload Size Unavailability of Supervisor

Inadequate equipment Malfunctioning Equipment

Absence of Staff (Specify): _____

Additional Functions assigned to the Employees (Specify)

__ Training required

__ Other: _____

Employee's Signature: _____ Date: _____

Supervisor's and Excluded Manager's Written direction – 14 days to respond.

A copy of the documentation will be forwarded to the employee(s), the next level of excluded manager and to the Local Union Chair through the appropriate union area office.

STAGE 3 – Referred to the Article 29 Committee.

Employee's signature: _____ Date: _____

Article 29 Committee response and recommendation – 30 days to respond.

Article 29 Committee Co-Chair's signatures: _____ Date: _____

Union: _____ Employer: _____

Copies of the response and recommendation to be sent to the Deputy Minister and the employee(s).