



Competition #: 2022 -56R
Position: **RECONCILIATION RECORDS COORDINATOR**
Salary: Depending on Qualifications
Conditions: Full Time Term
Location: Winnipeg
Closing Date: Open until filled
Email: hr@secfs.ca

Southeast Child and Family Services (SECFs) is seeking an experienced, skilled, and motivated individual who will be responsible for researching information related to records for First Nation children and families who were formerly or currently involved in SECFs care. The incumbent will audit open and closed file/records and compile and/or prepare documents relating to former or current children in care and families who require specified information in a timely manner. Information may pertain to the Canadian Human Rights Tribunal (CHRT) decision relating to the former/current children in care claims process. The incumbent will also be responsible for documenting and monitoring all requests for information, including developing a system to reach out to potential applicants and guiding them through the CHRT application process. This is a one-year term with the possibility of extension and/or conversion to permanent.

RESPONSIBILITIES:

- Receive requests for information relating to children and families involved with Agency care
- Prioritize requests for information based on type of information required, access availability, deadlines
- Obtain signed consents from former/current children in care/families who require information related to their involvement with the child welfare system
- Identify and request all necessary case documentation related to requests by individuals following current and archived file acquisition processes
- Review all documents requested by parties prior to releasing any information
- Complete court ordered requests, file disclosure requests, record check requests from other agencies, offices, and/or individuals
- Redact case files to produce non-identifying information in file disclosures
- Communicate with staff, disclosure clients, leadership, external agencies, and community partners, as required
- Clarify requests for information, prepare and/or summarize for disclosures following policies, procedures, legal requirements, legislation, and timelines
- Perform other duties as assigned

QUALIFICATIONS:

- Two (2) years of supervisory experience and undergraduate degree in social work or related field from an accredited University with five (5) years of child front line experience
- Knowledge and understanding of the Manitoba child welfare system including CFS legislation, standards, regulations, and the CHRT decision and claims application process
- Knowledge of the Agency FACT and the provincial CFSIS systems
- Effective oral and written communication skills (the latter being required for case management documentation purposes, letters, briefing notes, reports) including providing presentations and training staff
- Experience working with Southeast First Nations including the demonstrated experience of working with leadership, community resources, families, and children
- Ability to speak Ojibway is a strong asset

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter.

We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

Berens River First Nation - Black River First Nation – Bloodvein First Nation – Brokenhead Ojibway Nation - Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation