

## Employment Opportunity



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| Competition No.: | 2022-75R   |
| Position:        | <b>Community Supervisor</b>  |
| Classification:  | <b>Salary Scale: \$65,024.26 - \$88,273.27</b>   |
| Conditions:      | <ul style="list-style-type: none"><li>• Permanent Full time</li><li>• Preference will be given to internal candidates</li><li>• An eligibility list may be established for future openings</li></ul> |
| Department:      | Pauingassi Community   |
| Location:        | Pauingassi, MB   |
| Closing Date:    | Immediate - Open until filled  |
| Email:           | <a href="mailto:hr@secfs.ca">hr@secfs.ca</a>   |

The Community Supervisor assumes a leadership role as part of a team dedicated to strengthening client services and to develop effective staff and work teams in program and service co-ordination, reporting, operational planning, and community liaison services to the Community.

### RESPONSIBILITIES:

- Oversees the program/case management process within the Unit by providing staff with consultation, direction, and monitoring daily, and ensures key deadlines and responsibilities are adhered to
- Establishes an understanding of community values, strengths, and concerns; and works collaboratively with other community services and collaterals to achieve program and service objectives
- Contributes to plans for improvement of service delivery for the program and services unit and participates in developing new services or approaches
- Participates with Human Resources in the recruitment and selection process; maintains and upgrades staff competencies through professional development and training opportunities; and provides guidance for Agency policies to be adhered to
- Prepares reports on service activities and workload on a regular basis and ensures that current and correct statistical information is submitted as required
- Other duties as assigned by the Director of Service

### QUALIFICATIONS:

- Bachelor of Social Work Degree (an equivalent combination of education and experience maybe considered)
- A minimum of two (2) years' experience in front-line case management with Children-in-Care and families
- Knowledge of the culture and communities receiving service from Southeast Child & Family Services
- Experience conducting investigations including gathering and analyzing information to implement appropriate action(s)
- Knowledge of and familiarity with:
  - the *Child & Family Services Act, An Act respecting First Nations, Inuit and Métis children, youth, and families*
  - Child and Family Services Authority structure and services
  - First Nation child welfare practice and issues in Manitoba
  - First Nation culture and political environment
- Mentoring and advising staff with challenging caseloads (including Intake, Child Protection, Family Enhancement and Family Services delivery)
- Proficiency in Microsoft Office (i.e., Word, Excel and Outlook)
- Proficient in CFSIS, IM
- Excellent verbal and written communication skills (specific to documentation and report writing)
- A valid driver's license and a reliable vehicle
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and Prior Contact Check

**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