

Employment Opportunity



Competition No.:	2023-002
Position:	Service Assistant
Classification:	SP2 \$48,648.22 - \$55,405.97 <ul style="list-style-type: none">• Full time – Permanent• Preference will be given to internal candidates• An eligibility list may be established for future openings
Conditions:	
Department:	Berens River City Unit B
Location:	Winnipeg, MB
Closing Date:	February 3, 2023
Email:	hr@secfs.ca

Under the direct supervision of the Supervisor, the Service Assistant will be assigned specific tasks related to the development and implementation of a case plan involving children and families. The Service Assistant will be assigned specific duties to ensure that all parts of the case plan are carried out as per Southeast Child & Family Services Agency Standards.

RESPONSIBILITIES:

- Provide updates and input on case plans to be included in transfer summaries, children in care forms, and closing summaries
- Provide written documentation to all case related activities including, but not limited to; transportation; school contacts; home visits; oversee family visits (supervised/ unsupervised);
- Working in a role that is supportive and cooperative with the Berens River Urban and Community team supporting frontline workers
- Ability to work independently and take direction from various case workers and collaterals regarding best practices for children and families
- Ability to calmly and appropriately resolve conflicts that may occur within the job
- Working cooperatively with community collaterals and resources
- Supporting staff, clients, and care givers in their various roles
- Other duties as assigned

QUALIFICATIONS:

- High school graduate equivalent and/or relevant post-secondary education (a combination of equivalent training and/or experience will be considered)
- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, and norms
- Proficiency with MS Office (i.e., Word, Excel, etc.)
- Excellent verbal and written communication skills
- A valid driver's license and a reliable vehicle
- Satisfactory Criminal Record, Prior Contact and Child Abuse Registry Checks

We thank all who apply, however, only those who selected for an interview will be contacted. Preference will be given to Internal Candidates, Southeast members, and Indigenous people (First Nations, Métis, or Inuit). All Indigenous applicants are asked to self-declare in their cover letter.

We offer competitive wages and an exceptional benefits package