



Competition No.: **2023-103**
Position: **Intake and Assessment Supervisor**
Classification: **SP5 \$67,651.24 - \$91,839.51**

- Full time
- Preference will be given to internal candidates
- An eligibility list may be established for future openings

Conditions:
Department: **Intake and Assessment Unit**
Location: **Winnipeg, MB**
Closing Date: **October 17, 2023**
Email: **Email: hr@secfs.ca Fax: 204-594-0499**

This is a brand-new unit to Southeast Child & Family Services, we are seeking an Intake and Assessment Supervisor. They will assume a leadership role as part of a team dedicated to responding swiftly to incoming intake and investigations take come in. This position is Winnipeg based but successful applicant must be willing and able to travel to designated First Nations communities and rural areas as required.

RESPONSIBILITIES:

- Oversees the Intake program and case management process with both city and community Intake workers.
- Provide 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 with respect to the Intake process and participates in developing and enhancing the program.
- 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 Standards and Agency policies to be adhered to
- Must be willing and able to travel to designated First Nations communities and rural areas as required.
- Other duties as assigned by the Director of Service

QUALIFICATIONS:

- Bachelor of Social Work (an equivalent combination of education and experience may be considered)
- A minimum of five (5) years' experience in child welfare (supervisory experience is considered an asset)
- Knowledge of the First Nation culture and communities receiving service from the Agency
- Strong working knowledge of the Intake Module, CFSIS including Standards and Regulations
- Demonstrated experience, working knowledge of and familiarity with:
 - Indigenous culture and an understanding of the rural cultural environment
 - *The Child and Family Services Act*; Indigenous child welfare practices; First Nations history; and colonization
 - Mentoring and advising staff with challenging caseloads; de-escalating conflict while providing resolution; and, gaining the cooperation of others in a rapidly changing environment
 - Crisis intervention; support with young adults and young families; assessment of high-risk situations to determine appropriate services
 - Substance abuse; family violence; child abuse/neglect; grief and loss issues; and community resources
- Excellent verbal and written communication skills (especially with regard to documentation and report-writing)
- Proficiency with Microsoft Office i.e. word, excel and outlook
- Proficiency with CFSIS

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

- Understanding of the Canadian Human Rights Tribunal ruling on Post Majority
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and Prior Contact Check
- Must have a valid driver's license and a reliable vehicle

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 thank all who apply, however, only those who selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.