



Competition No.: **2023-120**
Position: **Critical & Serious Incident Reporter**
Classification: **DSW Salary Scale: \$58,603.12- \$81,273.37**
Conditions: Full-Time (term dependent on funding)
Department: **Intake and Assessment Unit**
Location: **Winnipeg, MB**
Closing Date: **November 21, 2023**
Apply by: **Email: hr@secfs.ca Fax: 204-594-0499**

The CI/SI Reporter will take the lead in investigating and writing reports of critical and serious incidents within SECFS as part of the new Intake and Assessment Unit.

RESPONSIBILITIES:

- Investigate all critical and serious incidents and provide reports
- Conduct thorough investigations into critical, serious and other incidents, as necessary
- Compile robust action plans in conjunction with the appropriate team members and monitor the completion of these action plans to ensure case plans are in place
- Contribute to the development, application, monitoring and review of critical/serious incidents
- Other Duties as Assigned

QUALIFICATIONS:

- Bachelor of Social Work (an equivalent combination of education and experience may be considered)
- A minimum of four (4) years' experience in front-line case management with children in care and families
- Experience conducting investigations including gathering and analyzing information to implement appropriate action(s)
- Demonstrated working knowledge of and familiarity with:
 - Indigenous culture, history, colonization, and the rural environment
 - *The Child and Family Services Act; An Act respecting First Nations, Inuit and Metis Children, youth and Families, The Adoption Act;* and Indigenous child welfare practices
 - Crisis intervention; child protection investigations; and high-risk assessments for timely responses
 - Addictions; family violence; child abuse/neglect; grief and loss issues; and community resources
- Excellent communication skills; attention to documentation and case/file management skills
- Working knowledge Microsoft Office, CFSIS, and IM
- Valid drivers' licence and reliable vehicle
- Satisfactory Criminal Record, Prior Contact; and Child Abuse Registry Checks

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 in 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