



Competition No.: **2023-127**  
Position: **City Supervisor**  
Classification: **SP5 \$65,024.26 - \$88,273.27**

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

Conditions:  
Department: **Hollow Water City Unit**  
Location: **1410 Mountain Avenue**  
Closing Date: **November 28, 2023**  
Email: [hr@secfs.ca](mailto:hr@secfs.ca) Fax: 204-594-0499

Hollow Water City Unit Supervisor assumes a leadership role as part of a team dedicated to strengthening client services and to develop effective staff and work teams in the area of program and service co-ordination, reporting, operational planning, and community liaison services to Hollow Water First Nation.

#### 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
- Other duties as assigned by the Director of Service

#### QUALIFICATIONS:

- Bachelor of Social Work Degree or acceptable equivalent of education and experience
- A minimum of five (5) years experience in front-line case management with Children-in-Care and families
- Knowledge of and familiarity with the *Child & Family Services Act, Adoption Act, and Human Rights Acts*,
  - *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
- Excellent leadership, team-building and interpersonal skills
- Proficiency with Microsoft Office, CFSIS, IM
- Excellent verbal and written communication skills (especially with regard 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 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.

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

***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