



Competition No.:	<b>2024-002</b>
Position:	<b>Scaabe Worker</b>
Classification:	<b>PW Pay Scale: \$53,110.32 - \$68,410.25</b>
Conditions:	<b>Full-Time (dependent on funding)</b>
Department:	<b>Family Preservation Unit</b>
Location:	<b>TBD, Winnipeg and Communities</b>
Closing Date:	<b>February 16, 2024</b>
How to apply:	<b>Email: <a href="mailto:hr@secfs.ca">hr@secfs.ca</a> Fax: 204-594-0499</b>

The Scaabe Workers provide the intensive in-home or hands-on services with families that implement their case plans as created by the SECFS Direct Services Workers.

The Scaabe Workers will provide parental role modeling, family education, establishing positive routines, healthy boundaries and empower families. Respite will be arranged to support the parent's mental health well-being and ability to provide quality care for their children.

#### **RESPONSIBILITIES:**

- Working independently and as part of the Unit's team
- Visiting clients as requested by Supervisor.
- Completing first-draft submission for CFSIS-related documentation.
- Tracking of contacts related to children, families, and collaterals.
- Completing case documentation as requested by Supervisor.
- Receiving, documenting, and following up telephone conversations relative to case work.
- Ensuring that all filing and bring-forward dates are managed with proficiency.
- Assist with transporting families to appointments, the grocery store, the airport, etc.
- Working with coworkers in a role that is supportive and cooperative including the ability to resolve conflicts appropriately.
- Provide in-home support to families which include respite, assisting with cleaning, assisting with shopping, and parental support.
- Teaching parenting skill to the families.
- Conduct check ins with families.
- Working efficiently with community collaterals and resources.
- Supporting clients and caregivers by bringing forth needs to the workers and Supervisor.
- Provide emergency placement for children in Shawenim Abinoojii visiting home and provide care to children until they can safely return home.
- Contributing to team effectiveness through team building activities.
- Office duties include photocopying, faxing, emailing, filing, etc.
- Supervise family visits.
- Other duties as assigned by the Supervisor.

#### **QUALIFICATIONS:**

- Degree or Diploma with at least two years related experience (equivalent combination of experience and education may be considered)
- Demonstrated working knowledge of and familiarity with:
  - Indigenous culture and an understanding of the rural cultural environment

- *The Child and Family Services Act; The Adoption Act; An Act respecting First Nations, Inuit and Métis children, youth, and families; Indigenous child welfare practices; First Nations history; and colonization*
- Ability to work independently and as part of a multi-disciplinary team
- Strong communication skills (i.e., oral, written and listening)
- Demonstrated ability to support frontline workers by means of:
  - Completing first-draft submissions for CFSIS-related documentation
  - Tracking of case work (including face to face, transportation, etc.) related to children, families, and collaterals
  - Managing timelines
  - Receiving, documenting and following-up phone conversations relative to case work
  - Ensuring that all filing and bring-forward dates are managed with proficiency
  - Other office-related duties (i.e., photocopying, faxing, emailing, etc.)
- Proficiency with MS Office (i.e., Word, Excel, Outlook and Teams)
- Valid driver's license and use of a personal vehicle
- A satisfactory Criminal Record Search, Child Abuse Registry Check and Prior Contact Check

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.***

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