



Competition No.: **2024-034**
Position: **Service Assistant (multiple positions)**
Salary Range: **CL4 Pay Scale: \$51,625.88 – \$58,797.26**
Conditions:

- Permanent Full Time (Non-Unionized)

Department: **Bloodvein City Units A and B**
Location: **2nd Floor 1410 Mountain Ave Office**
Closing Date: **April 11, 2024**
How to Apply: **Email: hr@secfs.ca Fax: 204-594-0499**

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; supporting the Direct Service 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:

- Grade 12/equivalent and/or relevant post-secondary education (a combination of equivalent training and/or experience will 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.
- Excellent verbal and written communication skills (specific to documentation and report writing).
- 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 Microsoft Office (i.e., Word, Excel, and Outlook).
- Valid driver's license; a reliable vehicle.

- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Check.

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 within 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.