



Competition No.: **2025-003**
Position: **Service Assistant**
Salary Range: **CL4 Pay Scale: \$51,625.88 - \$58,797.26**
Conditions:

- Full Time, 6-Month Term Ending July 2025 (Non-Unionized)

Department: **Hollow Water Community Based Team**
Location: **Hollow Water First Nation, MB**
Closing Date: **Open Until Filled**
How to apply: **Email: hr@secfs.ca Fax: 204-594-0499**
Applications can also be dropped off at the Local CFS Office

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.
- 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 on phone conversations related 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), CFSIS and IM.
- 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.