



## INTERNAL/EXTERNAL POSTING

### Invites applications for a **RESOURCE DEVELOPMENT WORKER PERMANENT FULL-TIME POSITION**

Classification: SP3/SP4, \$24.81 – \$31.96 / \$27.37 – \$37.96 per hour  
Hours of Work: 7.25 hours per day or 36.25 hours per week (FTE 1.0)  
Competition Number: 2018005-RES-TP  
Location: The Pas, Manitoba

Reporting to the Resource Supervisor, the Resource Development Worker is responsible for the development of resources for families and children. The position will be responsible for developing and supporting a range of resources that include identifying residential resource needs, alternative care options, individual and group programming and support services to children and families both at home, as well as in care.

#### **Key Responsibilities and Activates:**

##### **Conduct gap analysis of the continuum of care for residential services**

- Identifies residential resource/kinship needs for the Agency as a whole, and for specific communities within the province
- Identifies residential resources within and outside the region
- Provides written reports on various residential services

##### **Recommends planning changes for existing residential/kinship resources and identifies solutions to address needs of children, youth and families based on best practices and evidence available**

- Recommends resource plans and opportunities
- Coordinates the implementation and follow up of solutions as directed by the Resource Supervisor and in conjunction with Family Service Workers
- Assists in establishing specific outcomes and deliverables to ensure effective resource utilization
- Participates in establishing priorities for best practice and service reviews and providing input in the Agency's planning and implementation of priorities
- Participates in the development of new resources as appropriate and expands the network of skilled residential service providers
- Maintains an overview of the region, as well as considers specific community needs, when recommending resources and solutions
- Coordinate and participate in the adoption process

##### **Complete all administrative and reporting requirements**

- Monitors service and best practice trends and recommends changes to resources and contracts based on needs of children and families
- Review and analyze data to identify themes and issues within the resource community
- Develop reference groups with line staff: Supervisors, Coordinators, Workers
- Maintain statistics and prepare data and write recommendation reports based on research and service usage data
- Complete administrative requirements including file recording, forms and correspondence
- Attend staff meetings
- Other duties as assigned

#### **Key Qualifications:**

##### **Education**

- BSW or BA and two years related experience, or a combination of education and five years related experience

##### **Experience**

- Knowledge related to areas of substances abuse, family violence, child maltreatment, and child development
- Strong oral and written communication skills
- Demonstrated skills in areas of crisis intervention, abuse investigation and assessing high risk situations
- Experience working with Metis and Inuit people
- Access to a vehicle and possession of a valid Manitoba driver's license as travel will be required.

##### **Knowledge, Skills and Abilities**

- Able to establish priorities and work effectively in a high volume and time sensitive environment.
- Demonstrated understanding of Metis and Inuit culture and communities
- Sound knowledge of computer skills using Microsoft office, e.g. Outlook, Excel and Word
- Ability to maintain highly sensitive and confidential information
- Ability to work cooperatively within a team environment

Your cover letter and resume must clearly indicate how you meet the qualifications. Please submit your resume under cover letter indicating the competition to:

Michif Child and Family Services,  
Attention: Human Resources  
Email: [hr@michifcfs.com](mailto:hr@michifcfs.com)

**Applications will be accepted until March 2, 2018.**

*We thank all who apply, however, only those selected for an interview will be contacted.*

**Applicants are encouraged to self-declare in their cover letter.**

**Preference will be given to Metis and/or Inuit applicants.**