



**Metis Child, Family & Community Services (MCFCS) Agency** is a mandated child and family services agency with the responsibility to administer and manage culturally appropriate community-based child protection and support services for Metis and Inuit people in Manitoba.

## **FAMILY SERVICES SUPERVISOR TERM, FULL TIME POSITION**

**Position:** Family Services Supervisor (Competition # FS FSS 05.30.2017)  
**Hours of Work:** 7.25 hours per day  
**Classification and Salary:** SP5, \$31.60 - \$42.90 per hour  
**Location:** Winnipeg, MB

As a member of the Family Services Department, the Supervisor will provide leadership and supervision to a team of social workers with respect to program/case management and planning, along with their unit administrative assistant. They are responsible for service delivery, unit workload distribution, and implementation of all administrative, service and personnel policy and procedures. They are expected to contribute to the overall performance and operation of the Agency through their work with staff, caregivers, collaterals and other representatives such as legal. The Supervisor will also complete any and all necessary administrative and reporting requirements. It is the responsibility of every position to provide, where requested culturally relevant service or assist with access to such service.

Listed below is a summary of the qualifications and responsibilities of the position; complete job descriptions will be available to the successful candidate.

### **Main areas of Key Responsibilities and Activities**

- Provide supervision and consultation to a team of social workers
- Oversee and manages service delivery of department
- Support the implementation of all Agency administrative, service and personnel policy and procedural requirements within the service unit
- Complete all administrative and reporting requirements

### **Education and Experience**

- BSW plus five years of direct child welfare experience
- Post secondary degree in social services plus seven years of direct child welfare experience. Other education/experience will be considered, provided registration with the Manitoba College of Social Workers can be obtained.
- Three years experience working with youth and/or young adults.
- Experience developing strategic plans, operational plans and proposals.
- Experience in crisis intervention, abuse investigation and assessment of high risk situations.
- Experience working with Metis and Inuit people.

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

- Demonstrated understanding of Metis and Inuit culture and communities.
- Computer skills using Microsoft Outlook, Word and Excel.
- Ability to maintain highly sensitive and confidential information.
- Ability to work effectively in a high volume and time sensitive environment.
- Demonstrated supervisory and leadership skills in a changing environment are required.
- Ability to work cooperatively within a team environment.

**Prior to commencing employment the successful applicant will be asked to provide satisfactory results of a Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check, Prior Contact Check and a Driver's Abstract upon hire at their own expense. In light of long processing times for these checks we encourage applicants to apply early, as this will reduce wait times to begin employment. A valid Manitoba driver's license and the use of a personal vehicle are requisites as travel within and outside the city are required.**

**Proof of registration with the Manitoba College of Social Workers is a requirement.**

**MCFCS offers a supportive and progressive work environment, competitive salaries, excellent benefits package and training opportunities.**

Please submit your resume under cover letter indicating the competition number:

**Human Resources  
Metis Child and Family Services Authority  
201-150 Henry Avenue Winnipeg, Manitoba R3B 0J7  
Email: [hr@metisauthority.com](mailto:hr@metisauthority.com)**

**Deadline for applications: 8:30 a.m. TUESDAY, MAY 30, 2017**

We thank all who apply; however, only those selected for an interview will be contacted.  
**Preference will be given to Metis and Inuit applicants.**