



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.

SUPERVISOR, FACILITIES PERMANENT, FULL TIME POSITION

Position: Supervisor, Facilities (Competition # IAC SF 05 19 2017)
Hours of Work: 7.25 hours per day
Classification and Salary: SP5, \$31.60 - \$42.90 per hour
Location: Winnipeg, MB

Under the supervision of the Director of Resources, the Supervisor is responsible for assisting in developing and overseeing residential care resources including long term, emergency assessment and interdependent programs. The Supervisor implements, oversees and evaluates the quality of services in each program area and supervises key staffing positions in each program. It is the responsibility of every position to provide, where requested culturally relevant service or assist with access to such service.

Main areas of Key Responsibilities and Activities:

- Provide supervision and consultation to Team Leaders and staff with respect to program/case management, planning and accountable service delivery.
- Provide leadership to the programs on the resolution of identified service, administrative and staffing issues affecting each program.
- Assist staff members in assessing individual and family risk, service needs, crisis intervention, service planning, short and long-term intervention.
- Assist in the development of resources needed as identified by MCFCS Agency.
- Be familiar with and follow all Provincial licensing requirements
- Coordinate Residential Care Resources
- Participate in the development and implementation of plans which provide for the delivery of consistent, equitable and high quality programs and services.
- Manage human and financial resources by adhering to budget allocations, program workload distribution, performance management, staffing and training.
- Support the implementation of all Agency administrative, service and personnel policy and procedural requirements within the programs.
- Work collaboratively with other community and related service organizations to achieve program and service objectives..
- Participate in the development and maintenance of appropriate program management/program reporting mechanisms
- Complete written reports, file recordings, key staff evaluations, forms and correspondence

Education and Experience:

- Bachelor's degree in Social Sciences would be an asset.
- Other education or related discipline plus 3 years experience of direct supervisor experience would be considered.
- 3 years experience in supervision and case management for children/adolescents in a residential resource.
- Experience and training in developing and implementing best practice procedures, program development and delivery.
- Expertise in strategies for responding to the needs of high needs youth.
- 2 years experience in developing and documenting proposals, policies, practices and manuals.

Knowledge, Skills and Abilities:

- Knowledge of Provincial Residential Care licensing requirements and the ability to coordinate necessary functions related to licensing.
- Knowledge of Provincial reporting/recording requirements for residential resources
- Demonstrated supervisory and leadership skills
- Proven experience in program development and delivery for children and youth; and developing financial budget systems appropriate for group care.
- Experience and skills in mediation techniques.
- An understanding of program evaluations and an ability to implement same.
- Extensive knowledge of Metis and Inuit culture and history.

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

Prior to commencing employment, satisfactory results of a Criminal Record, Child Abuse Registry and Prior Contact Checks are required. Your cover letter and resume must clearly indicate how you meet the qualifications. Please submit your resume under cover letter indicating the competition to:

Human Resources

Metis Child, Family and Community Services Agency

FAX: 204-942-6444 or email: hr@metiscfs.mb.ca

Deadline for applications: 8:30 a.m., FRIDAY, MAY 19, 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.