



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.

TEAM LEADER - GLADYS COOK HOME PERMANENT, FULL TIME POSITION

Position: Team Leader
Competition Number: MCFCS-TL-2017.017
Classification and Salary: EAUTL, \$18.41 - \$25.87 per hour
Location: Winnipeg, MB

The Team Leader is responsible for managing and supervising a team of Support and Youth Care Workers, to implement goal-oriented service plans, including planning and support for school, day programming, independent life skills, employment, record keeping, documentation, administrative duties and financial management for three female youth in a twenty-four (24) hour, long-term care residential shelter. The team leader will implement agency administrative practices, service and personnel policies and procedures and all Provincial licensing requirements within the shelter using strength based approach. 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.

Duties:

- Work with Supervisor, Social Workers and collaterals to review goals and plans to assist youth to reach their desired outcomes
- Provide leadership and coaching that reflects MCFCS Vision, Mission, and Guiding Principles
- Provide on-call supports on a rotational basis for all MCFCS facilities; Provide emergency shift coverage
- Create a list of youth needs and current possessions as required by Provincial licensing
- Support staff to facilitate cultural involvement for youth, through recreation and cultural activities
- Adhere to budget allocations, unit workload distribution, performance management and staff training
- Work with staff to develop appropriate, interesting, low cost and healthy recreational activities for all youth
- Provide staff with clear directions, guidance and expectations using concrete documented approaches
- Assist and ensure that staff communicate in a timely manner with the youth's social worker regarding necessary information, such as social history
- Provide input into the development and implementation of guidelines and practices that give youth clear understanding of what they can expect when they reside at the facility
- Lead staff to work collaboratively within the facility team, with other teams outside the agency and to develop partnerships within the community
- Prepare regular reports such as visitors to the facility, fire drills, banking and financial reconciliations, incident reports, logs and other forms
- Provide payroll information to the supervisor on a bi-weekly basis
- Complete annual evaluations for the staff
- Familiar with and ability to follow all Provincial licensing requirements, to ensure that all documentation and required inspections are completed for the annual license review.

Qualifications:

- Child and Youth Care Diploma or related Post Secondary Education
- Minimum of 2 years of experience with coordination of people and services in group living
- Non-violent crisis intervention and current CPR or Emergency First Aid
- Experience with de-escalation of volatile situations
- Experience managing budgets, financial reconciliation, and scheduling.
- Experience with developing programs and/or training staff
- Demonstrated ability to problem solve and mediate conflict
- 2 years related work or volunteer experience with families and youth
- Knowledge of child development, behavior and family dynamics.

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.

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 to:

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

Deadline for applications: 8:30 a.m. FRIDAY, JULY 21, 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.