



## INTERNAL/EXTERNAL POSTING

Invites applications for a

### **FAMILY SERVICE SUPERVISOR**

Part Time Permanent Position

Classification: SP5 \$31.60 – \$42.90 per hour

Hours of Work: 7.25 hours per day or 29 hours per week (FTE .8)

Competition Number: 20170053-FSS-T

Location: Thompson, Manitoba

Reporting to the Director of Service, the Family Services Supervisor will provide leadership and supervision for the unit staff, maintain and improve existing service delivery, manage unit workload distribution, and will implement all administrative, service and personnel policy and procedures within the unit. The Family Service Supervisor will manage a case load to assist in service delivery within the region.

#### **Key Responsibilities and Activities:**

##### **Provide supervision and consultation to a team of Family Service Providers**

- Provide supervision and consultation to a team of Family Service Workers and Support Workers with respect to program/case management and planning.
- Provide leadership to the service unit on the resolution of identified service and administrative issues affecting the unit.
- Assist Unit team members assessing risk, individual and family functioning and service needs, crisis intervention, service planning and short and long-term intervention.
- Oversee the completion of child protection investigations and court work required by unit team.
- Provide advice concerning the apprehensions of children at risk and coordinate the placement in appropriate and/or available settings. Provide leadership to the unit on the resolution of identified service and administrative issues affecting the unit
- Provide advice concerning the apprehensions of children at risk and coordinate the placement in appropriate and/or available settings
- Provide case management and planning to effectively coordinate delivery of services

##### **Oversee and manages service delivery of department**

- Participate in the development and implementation of operational plans which provide for the delivery of consistent, equitable and high quality programs and services
- Effectively and efficiently manage human and financial resources allocated to the unit by adhering to budget allocations, unit workload distribution, performance management, staffing and training
- Support the implementation of all Agency administrative, service and personnel policy and procedural requirements within the service unit
- Advocate for unit and liaise with other Unit teams, Community Services Unit and external resources
- Work collaboratively with other community and related service organizations to achieve program and service objectives
- Maintain and improve existing service delivery systems as well as the identification and implementation of new program and services in response to client needs and service demands
- Identify residential resource needs for the Agency as a whole, and for specific Northern communities

##### **Complete all reporting requirements**

- Participate in the development and maintenance of appropriate program management/program reporting mechanisms
- Provides written reports on various residential services, including home studies and yearly reviews
- Participate in the development and maintenance of appropriate program management/program reporting mechanisms.
- Represent respective Unit teams for the purpose of reporting Unit activity and project status reports to other Unit Supervisors and Senior Agency Managers.
- Complete written reports, file recording, forms and correspondence.

#### **Key Qualifications:**

##### **Education**

- Bachelor of Social Work or Bachelor of Arts with five years related experience working directly with children and families.
- Management Training.
- Two years management experience.

##### **Experience**

- Experience working with Métis and Inuit people.
- Demonstrated supervisory and leadership skills in a changing environment are required
- Proven experience developing strategic plans, operational plans and proposals

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

- Demonstrate understanding and appreciation of Métis and Inuit culture.
- Ability to prepare reports with MS software applications: spreadsheet (Excel), word processor (Word)
- Ability to maintain highly sensitive and confidential information

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

**Applications will be accepted until position is filled.**

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

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