



INTERNAL/EXTERNAL POSTING

Invites applications for a **FAMILY ENHANCEMENT WORKER TERM POSITION**

Classification: SP3/SP4, \$25.31 – \$32.60 / \$27.92 – \$38.72 per hour

Hours of Work: 7.25 hours per day or 36.25 hours per week

Competition Number: 20180027-FE-B

Location: Brandon, Manitoba

Under the supervision of the designated Supervisor, the Family Enhancement Worker will work as part of a team to assist in providing services for early Intervention for families including risk assessment, coordinating, planning implementing supports, strengths and needs, and evaluating services and intervening to help build and strengthen families.

Key Responsibilities and Activities:

- Provides service in compliance with Child and Family Service legislation, regulation and standards.
- Identifies family strengths and needs, reviews referral information and contacts while meeting the family on timely basis.
- Provides support and guidance and other intervention activities designed to strengthen the families.
- Conducts assessment, develops, implements and coordinates plans to address well-being of the family. Identify programs and or services gaps and informs supervisor.
- Identifies resource needs, provides rationale, for expenditures on behalf of the clients, completes required documentation, and maintains appropriate records for accountability purposes in order to support and maintain service delivery for families and children served.
- In consultation with designated supervisor, transfers cases to the Family Service Unit ensuring the safety of children and taking emergency action where necessary in accordance with the *Child and Family Services Act*.
- Monitors and follows up regularly and on a timely basis with referred family as per standards.
- Maintains accurate documentation of all relevant cases, recording information in a timely manner and in accordance with agency policy and provincial standards.
- Coordinates, monitors, and manages services required to ensure the safety and well-being of the child and family, which may include; removal of the abuser(s) from the home, removal of the child to a place of safety, voluntary placement of children, intervention with minor and expectant mothers, preparation for and participation in legal proceedings concerning guardianship issues of children in care, completion of place of safety in accordance with agency policy and transferring families to ongoing service and to cultural appropriate authorities.
- Develop networks and professional linkages with collaterals and makes referrals to relevant programs.
- Participate in the Life Skills Program in collaboration with designated staff and communities.
- Attend regular meetings with supervisor for case consults.
- Attend and participates in meetings as directed by the supervisor.
- Understands and adheres to all agency policies and procedures (Human Resources, Health and Safety, Finance and Service policies).
- Practices professional conduct, communication and behaviour in the workplace as set forth in agency policy.
- Maintain a caseload of approximately 20 cases.
- Maintain CFSIS compliancy.

Complete all administrative and reporting requirements

- Complete assessments and closing and transfer summaries, as per Provincial Standards
- Complete documentation including written service contracts, referral forms, placement forms
- Record and maintain daily contact note journals and updates on case status, letters and memos
- Performs other related work duties as assigned by the supervisor.

Key Qualifications:

Education

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

Experience

- Experience working with Metis and Inuit people.

Knowledge, Skills and Abilities

- Demonstrate understanding and appreciation of Metis and Inuit culture.
- Demonstrated skills and knowledge in areas of risk assessment and case planning.
- Knowledge and experience in establishing support networks.
- Knowledge and understanding of the barriers and issues facing families.
- Knowledge and awareness of community resources and services.
- Ability to work effectively in a high volume and time sensitive environment.
- Ability to maintain highly sensitive and confidential information.
- Ability to work effectively in a team atmosphere.
- Ability to work effectively with deadlines and manage workload.
- Excellent organizational, computer, written and oral communication skills.

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, Human Resources

Email: hr@michifcs.com

Applications will be accepted until 12:00 pm, Friday, July 20, 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.