



**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.

## **PERMANENT WARD WORKER FULL TIME, ONE YEAR TERM POSITION**

**Competition#** MCFCS-PWSW-2019.039  
**Hours of Work:** 7.25 hours per day  
**Classification and Salary:** SP4, \$27.92 - \$38.72 per hour  
**Location:** Winnipeg, MB

As a member of the Permanent Ward Department, Permanent Ward Workers work as part of a team in providing child and family services as mandated under *The Child and Family Services Act* and *The Adoption Act*. The Permanent Ward Worker works in a variety of settings within a framework of relevant legislation and procedures, supporting individuals, families and groups within the community. The Permanent Ward Worker is responsible for providing services such as child protection and assessment, casework, preparing legal matters, attending court, working with caregivers and collaterals and completing 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**

- Develop collaborative relationships with caregivers for the delivery of services for the child in care
- Prepare for and participate in legal and court actions with parents, caregivers and prospective caregivers towards the relational and legal permanency of children in ongoing care
- Complete all administrative and reporting requirements

### **Education and Experience**

- Bachelor's degree in Social Work
- Master of Social Work would be an asset.
- BA and three years related social services experience. Other education/experience will be considered, provided registration with the Manitoba College of Social Workers
- Direct child welfare or front line experience would be preferred.
- Experience in crisis intervention, abuse investigation and assessment of high risk situations would be considered an asset.

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

- Demonstrated understanding of Metis and Inuit culture and communities
- Demonstrated knowledge of CFSIS, Microsoft Office, and Outlook
- Demonstrated skills in areas of crisis intervention, abuse investigation and assessing high risk situations
- Understanding of child welfare act, standards and regulations
- Excellent assessment, interviewing and counseling skills
- Good organizational, time management and prioritizing skills
- Advanced communication skills, both written and oral
- Demonstrated ability to interact with people in a sensitive, tactful, diplomatic and professional manner
- Ability to work in an ethical manner and ensure integrity and a high level of confidentiality

**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 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.**

**Registration with the Manitoba College of Social Workers is an asset.**

**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  
Email: [recruitment@metisauthority.com](mailto:recruitment@metisauthority.com)

**Deadline for applications: 8:30 a.m. Monday, July 15, 2019**

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