



INTERNAL/EXTERNAL POSTING

Invites applications for a
SUPERVISOR of DESIGNATED INTAKE
Permanent, Full Time Position

Classification: SP5 \$32.24 – \$43.76 per hour
Hours of Work: 7.25 hours per day or 36.25 hours per week
Competition Number: 2019027-IS-D
Location: Dauphin, Manitoba

Reporting to the Director of Service, the Supervisor of Designated Intake will provide leadership and supervision for the Intake and Emergency After Hours 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.

Key Responsibilities and Activities:

Provide supervision and consultation to a team of Intake and Afterhours Employees

- Provide supervision and consultation to a team of Intake Workers with respect to intake and emergency services management and planning
- Provide leadership to the 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 -term intervention
- Oversee the initiation of child protection investigations and court work required by Agency
- Provide advice concerning the apprehensions of children at risk and coordinate the placement in appropriate and/or available settings
- Participate in After Hours Emergency program, will be required to be on call on a rotational basis

Oversee and manage 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, personnel policy and procedural requirements within the service unit
- Advocate for unit and liaise with other Unit teams and external resources
- Work collaboratively with other community and related service organizations to achieve program and service objectives

Complete all reporting requirements

- 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 Executive Management
- 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
- Access to a vehicle and possession of a valid Manitoba driver's license as travel will be required.

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
- Ability to establish priorities and work effectively in a high volume and time sensitive environment.

Michif Child and Family Services,
Attention: Human Resources.
Email: hr@michifcfs.com

Applications will be accepted until 12:00 pm, Friday, May 24, 2019.
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.