



SOUTHERN FIRST NATIONS NETWORK OF CARE

EMPLOYMENT OPPORTUNITY

Quality Assurance Vision Keeper

Summary:

Reporting to the Quality Assurance Manager of the Southern First Nations Network of Care, the incumbent is responsible for investigating, reviewing, and reporting on results-based outcomes for all Child Welfare Agencies under the Southern First Nations Network of Care (SFNNC). Responsibilities include monitoring processes, developing improvements, interfacing with the Network to resolve issues through cooperative methods.

Responsibilities:

- Development and Implementation of the Quality Assurance framework for Agency Review processes.
- Development and use of pertinent forms and reporting formats for the review processes using a broad knowledge of statistical process control factors, quality processes, specifications, and that meets quality, standards of the Agency.
- Coordination and tracking of all recommendations directed to the Network and Agencies.
- Planning/participating in internal/external reviews and inter-authority work with recommendation tracking, follow up and reporting.
- Assist in the development of a QA Review calendar for all Agencies.
- Complete Agency Reviews as scheduled and on an as needed basis.
- Participates in the development of programs which affect quality.
- Using the QA Framework, completes reviews of the Agency's self-managed processes to ensure that standards are followed.
- Upon completion of QA reviews, identifies areas in need of improvement.
- Analyzes and diagnoses, processes problems to expedite corrective action.
- In consultation with the Agency, develops and implements action to prevent recurrences.
- Coordinates implementation with Agency. Documents adjustments and monitors processes for adequacy and effectiveness.
- Follows up and supports implementation of the improvement plans by the Agency.
- In collaboration with IT and Service Support an internal tracking system (eg. Internal Databases, Document Management).
- Oversees the Child Death/Critical Incident Reports, follows up with recommendations from Special Investigation Reviews (SIR's) and Internal Agency Reviews.
- Maintain an accurate and up-to-date list of Agency Child Abuse Committee (CAC) members by routinely collecting, verifying, and organizing all relevant information.
- Tracking membership changes, confirming contact details, documenting roles and responsibilities, and ensuring that all records reflect current agency requirements.
- Regularly coordinate with internal departments and external partners to obtain updates, reconcile discrepancies, and support effective communication across the committee.
- Prepare updated lists as needed to support reporting, compliance, and operational needs.
- Provide frontline support to SFNNC agencies using CFSIS, including troubleshooting issues and responding to inquiries.
- Ensure accuracy of the data that has been inputted and backup as required.
- Maintain the accuracy, confidentiality, and integrity of data within the system.
- Generate and analyze reports for internal use and provincial reporting requirements.

- Track correspondence and follow up with colleagues regarding documentation, legal status, case recordings and reviews.
- Other duties as assigned.

Qualifications:

- BSW or equivalent in social services field; must have at least three years' experience in the child welfare system or a combination of experience and education.
- A comprehensive understanding of Child Welfare Legislation, relevant Standards and Regulations, and AJI-CWI and this must be reflected in the work being completed.
- Knowledge of substance abuse, family violence, child development, and child abuse/neglect and community resources is required.
- Demonstrated skills in areas of crisis intervention, abuse investigation and assessing high risk situations which may require immediate response.
- Effective and professional communication skills, both oral and written.
- Experience and familiarity with Microsoft software (Microsoft Windows, Word, Excel, Access, and PowerPoint).
- Exceptional organizational skills to optimize client and collateral staff needs.
- Detail oriented
- Proven ability to work in a fast paced, multi-tasked environment and manage deadlines.
- Ability to work independently and as a team.
- Must have demonstrated understanding of First Nations culture and traditions.
- Must be committed to the aspirations of First Nations to restore jurisdiction for CFS

Other Requirements:

- A satisfactory and current Criminal Record Check with vulnerable sector search.
- A clear and current Child Abuse Registry Check and Prior Contact Check
- A valid class 5 MB driver's license and regular access to a reliable vehicle for business travel.

CLOSING DATE FOR APPLICATIONS: Friday, February 13, 2026, 2024 at 4:00 p.m.

Please submit your cover letter and resume to:

Human Resources
 Southern First Nations Network of Care
 1151 Sherwin Road, Winnipeg, MB, R3H 0H7
 Fax: (204) 783-7996 or Email: hr@southernnetwork.org

***Preference will be given to qualified First Nation candidates.
 Applicants are encouraged to self-identify in their cover letter.***

***If you require an accommodation during the recruitment process, please contact HR at
hr@southernnetwork.org***

We thank all who apply and advise that only those selected for interviews will be contacted.