



**Competition No.:** 2018-0227  
**Position:** Family Finder Worker  
**Classification:** SP4 – *Qualified candidates salary range: \$52,544.52 - \$72,879.03*  
**Conditions:** Full-time, 1-year term, unionized position  
**Department:** Pauingassi Community  
**Location:** 1410 Mountain Avenue  
**Date Posted:** July 12, 2018  
**Closing Date:** 4:00 p.m. on July 25, 2018  
**How to apply:** Email: [tamara.cardinal@secfs.org](mailto:tamara.cardinal@secfs.org) Fax: (204) 947 – 0009

<b>Internal Posting</b>	<input checked="" type="checkbox"/>
External applications received after <b>July 25, 2018</b>	
<b>Permanent</b>	<input type="checkbox"/>
<b>Term</b>	<input checked="" type="checkbox"/>

Forward your resume (with 3 references) and cover letter stating clearly how you meet the qualifications stated in this job posting. Please cite the competition number and position in the subject line when submitting by email or fax. Preference will first be awarded to: a) qualified internal candidates, b) Aboriginal candidates (First Nations, Inuit or Metis) and Southeast community members meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.

**Southeast Child & Family Services (SECFS)** provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

**JOB SUMMARY:** The family finder is responsible for implementing and ensuring practice consistency with the Family Finding model with the goal of ensuring a lifetime network of supportive adults and permanency for all children referred to the FFW. To develop proficiency in this new practice approach and be able to perform the duties of this position, the family finder will carry a small caseload and be provided with intensive training, coaching and mentoring. The family finder works collaboratively with the child’s case manager throughout the family finding process. Referrals will be assigned to the family finder with consideration to building and maintaining Authority and agency specific working relationships as well as child and family needs. The family finder establishes collaborative and effective working relationships with children/youth, family, extended family relatives, caregivers, Indigenous and other communities, agencies and EPR to achieve desired results.

**DUTIES AND RESPONSIBILITIES:**

- Working in an auxiliary capacity to the child’s case manager, maintains a caseload of children and youth;
- Implements and facilitates the active steps of the Family Finding model
- Engages children/youth, family, relatives and other supportive adults to identify and establish lifetime networks of support for the child/youth with the goal of achieving permanency;
- Facilitates planning and decision making meetings;
- Identifies and facilitates the resolution of issues that may arise during the family finding process;
- Collaborates and communicates regularly with identified key stakeholders regarding goals, steps and progress of the family finding process for each child;
- Ensures completion of all administrative and reporting requirements;
- Completes other related tasks as assigned.

**QUALIFICATIONS:**

Requirements

- BSW or equivalent education in the social services field.
- Minimum five years direct experience working with children and families in child and family services, preferably with frontline case management.
- Experience working with best practice approaches in child welfare that incorporate engagement skills and strategies to establish trusting and constructive partnerships with families and professionals
- Knowledge of *The Child and Family Services Act, The Authorities Act and The Adoption Act*;
- Satisfactory Criminal, Child and Adult Abuse Registry and Prior Contact Check and a Driver’s Abstract are a requirement for employment;
- Valid Manitoba’s driver’s license, access to a vehicle, and willingness to travel to and work within designated SECFS communities;
- Proficient in Microsoft Office (Word, Power Point, Outlook) and Child and Family Services Applications.
- Ability to use and analyze data using Excel or SPSS (or similar software) is an asset;
- Ability to work evenings or weekends.

Knowledge, Skills and Abilities

- Innovator, self-starter and is results driven
- Ability to engage in creative planning and problem solving;
- Comprehensive knowledge of child and family services practice, legislation, regulations and standards;
- Experience with and commitment to working with family systems in strength and engagement based practice models;
- Experience in facilitating group meetings with families and professionals
- Demonstrated ability to collaborate and foster successful, trusting working relationships with children, families and professionals;
- Good knowledge of the AJI-CWI goals and governance structure;
- Knowledge of key issues affecting service delivery in a multicultural environment;
- Understanding of social, economic and historical factors affecting Indigenous populations;
- Knowledge of Indigenous issues as they relate to child welfare;
- Understanding of Indigenous cultures and communities;
- Ability to work independently and as part of a team;
- Ability to set priorities and work effectively under pressure in a new and changing environment;
- Excellent oral, written and organizational skills.