WEST REGION CHILD AND FAMILY SERVICES, INC.

Invites applications for the following positions;

-URBAN SERVICES FAMILY ENHANCEMENT (FE) WORKER
-COURT ADMINISTRATIVE SUPPORT CLERK

WRCFS is a mandated First Nations Child and Family Services Agency responsible to provide a full range of services, including statutory services, voluntary services and prevention services to the children and families of its nine First Nations, residing on and off reserve. The purpose of the programs of WRCFS is to sustain, support, and enhance family and community life. The agency's mission is to work with our First Nations people to protect Aboriginal children, in keeping with our core values.

Urban Services Family Enhancement (FE) Worker

Reporting to the Urban Services CFS Supervisor, the worker will be responsible to work as part of a team in delivering a full range of child and family services with emphasis on prevention and resource services as a frontline approach. Duties will include; the provision of a full range of statutory child welfare services that involves child protection; court work; case management; intake; on-call; advocacy; special needs, age of majority and the application of the Structured Decision Making Assessment tools when working with families. Applicants will require a BSW degree with two (2) years of child welfare experience, preferably in First Nations child and family services. An equivalent combination of training and experience may be considered; must have working knowledge of the CFS Act and a commitment to First Nations child and family services, community based planning and service delivery; Knowledge of and appreciation for Ojibway culture and aspirations are essential. The ability to speak Ojibway will be considered a definite asset; Demonstrated ability to communicate effectively, both orally and in writing; must have demonstrated ability to work as part of a team and within a multi-disciplinary approach and have good organizational skills. Applicant must be able to respond to completing deadlines in a fast paced environment. Computer training and or knowledge of Microsoft Office and familiarity with the Structured Decision Making Assessment Tools, Intake & CFSIS is essential.

Court Administrative Support Clerk

Reporting to the Administration Manager the individual will be responsible for providing general administrative support and court clerk duties at the WRCFS office located in Winnipeg. Duties will include but are not limited to the following; preparing court documents, maintaining files, database entry, collection of statistics, typing, photocopying and reception relief. Minimum Grade 12 high school education or an acceptable equivalent combination of education & training, Knowledge and appreciation for First Nations culture and aspirations are essential, must be able to communicate effectively, orally & in writing, must have computer training and/or knowledge of Microsoft office. Excellent administrative and organizational skills, must be able to work as part of a team and be a team player in a fast paced environment as well as working independently.

Salary: *Commensurate with experience and training and according to Provincial pay scale.*

WRCFS offers a supportive, progressive and innovative work environment, competitive salaries, a great benefits package, and training opportunities. The successful applicant must provide WRCFS with a current Criminal Record check that includes a Vulnerable Sector Search, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to commencement of employment. Travel is required. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

Please submit your resumes with a covering letter to:

Verna McIvor, BSW, MSW, RSW
Director of Urban Services
West Region Child & Family Services, Inc.
255 Sherbrook St.
Winnipeg, Manitoba R3C 2B8
Fax: (204) 985-4079

DEADLINE FOR APPLICATIONS IS: Wednesday June 13, 2018

We thank all who apply, however, only those selected for an interview will be contacted.