

Metis Child, Family and Community Services Agency Inc



invites applications for a
DIRECTOR OF SERVICES

Winnipeg, Manitoba

Metis Child, Family and Community Services (MCFCS) 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, Non-Status and Inuit people in Manitoba.

DIRECTOR OF SERVICES (Competition #2011-0915A-DOS)

As a key strategic member of the Executive Management team, the Director of Services provides dynamic leadership and guidance ensuring the delivery of quality services to children and families, policy direction and creative problem solving to Unit supervisors and staff within the Department. The Director of Services is accountable for operations of all functions of the Department. This includes developing, implementing and evaluating policies, procedures and standards of practice, determining service levels and enhancements, developing and monitoring budgets, providing technical advice to and supervising staff.

Education:

- Master of Social Work with five years child and family services experience or
- Bachelor of Social Work with at least seven years experience or
- Bachelors' degree in Psychology, Human Ecology, Education or related discipline plus nine years experience in a child and family services system.

Experience:

- Four years supervisory experience in a child and family services system
- Proven experience in developing strategic plans, operational plans and proposals.
- Experience working with Metis, Inuit and Aboriginal people.

Duties and Responsibilities:

- Contributes to the strategic planning processes of the Agency.
- Provides leadership to supervisors and staff in the development of an effective and dynamic team.
- Monitors the day-to-day operations to ensure that the department meets goals and objectives, follows policies and procedures, provides services effectively and efficiently and takes corrective action.
- Prepares and manages budgets including monitoring of financial expenditures and expenditure allocation and variance reporting; and approves and monitors departmental expenditures.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, office support and operational staff through subordinate levels of supervision.
- Provides for the selection, training, development and work evaluation of department staff.
- Makes effective recommendations on hiring, termination, promotion and discipline of staff.
- Monitors changes in laws, regulations and technology that may affect departmental operations and implements policy and procedural changes.
- Serves on the management team, attends meetings and conferences and presents departmental needs.
- Provides Executive Director with regular reports and updates on the operations, contract negotiations, compliance to contracts and contributions and finances for departments, programs and projects.
- Identifies and recommends improvements to the existing service delivery systems.

- Other duties as related to the position and as reasonably assigned by the Executive Director or as circumstances dictate, all within the context of the MCFCS Mission, Vision, Guiding Principles and as a strong and progressive customer service and child welfare orientation.

Knowledge, Skills and Abilities:

- Demonstrated leadership skills and supervisory experience.
- Demonstrated knowledge of *The Child and Family Services Act*, *The Adoption Act*, its regulations and related Acts and regulations to ensure full compliance.
- Demonstrated understanding of Métis, Inuit and Aboriginal culture.
- Superior human relations skills, including empathy, sensitivity, understanding of human and organizational behavior, motivational techniques and counseling and mediation skills for such purposes as influencing, persuading, motivating, or negotiating with others, and in dealing with highly sensitive issues.
- Excellent communication skills including oral presentation skills, writing skills, listening and observation skills
- Ability to develop and implement operational plans to provide for the delivery of consistent and high quality programs and services which support children and their families.
- Ability to work collaboratively within a team, with other community and related service organizations to achieve Agency goals and objectives.
- Ability to confer with and represent the department in meetings with other relevant organizations, departments and with a variety of public, business and community groups and organizations.
- Ability to stay abreast of technological, legal and operational changes that affect the activities and work processes of the Department.
- Ability to evaluate the quality of services provided and families, children and communities satisfaction.
- Ability to maintain highly sensitive and confidential information.
- Access to a vehicle and possession of a valid Manitoba driver's license as travel within the city and to Metis/First Nation Communities is required.

MCFCS offers a supportive and progressive work environment, competitive salaries, excellent benefits package and training opportunities.

A satisfactory criminal record check, child abuse registry check, and prior contact check are required prior to employment.

Please submit your resume with cover letter and the names and contact information of three professional references, indicating the competition number to:

**Director of Human Resources
Metis Child, Family and Community Services Agency
1261 Main Street Winnipeg, Manitoba, R2W 5G9
FAX: 589-2697 or email: hr@metiscfs.mb.ca**

Deadline for Applications is **12:00 NOON, MONDAY, October 3, 2011.**

We thank all those who apply. Only those selected for further consideration will be contacted. Preference will be given to Metis, Inuit and other Aboriginal applicants.

For more information about this and other job opportunities, please visit our website at www.metiscfs.mb.ca.