

Metis Child, Family & Community Services Agency Inc



invites applications for a

SOCIAL WORK ASSISTANT

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 and Inuit people in Manitoba.

Social Work Assistant (#2011-1004B-SWA)

Reporting to the Unit Supervisor, the Social Work Assistant will work together with the unit social workers to provide professional and caring services to families and children while meeting the guidelines and requirements of *The Child and Family Services Act*.

Key Responsibilities and Activities:

- Contact clients and set up appointments
- Serve clients with court papers
- Assist in the placement of children
- Carry out client or case reviews as requested
- Liaise with service users and colleagues
- Prepare records and documentation on participants
- Attend with the social worker as backup where necessary for security reasons
- Work within a multidisciplinary team and participating in associated meetings
- Drive children to and from appointments
- Assist with family time (supervised visits)
- Visit clients at home
- Following through with case plan goals

Key Qualifications:

- Demonstrated understanding of Métis culture and communities
- Youth in Care certificates, Early Childhood diplomas, or other related post-secondary education
- Proven ability to manage multiple projects concurrently
- Strong interpersonal, administrative, organizational and written communication skills
- Ability to develop reports and processes within recognized MS software applications: spreadsheet (Excel) and word processing (Word)
- Ability to maintain highly sensitive and confidential information
- Must possess a valid Manitoba driver's license and have access to a personal vehicle

Prior to commencing employment, you are required to provide the results of a Criminal Record Check and consent authorizing the Agency to conduct a Child Abuse Registry Check and Prior Contact Check.

MCFCS offers a supportive and progressive work environment, competitive salaries, and training opportunities; please submit your resume with cover letter and competition number to:

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

Applications will be accepted until WEDNESDAY, OCTOBER 12, 2011

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Metis and other Aboriginal applicants.

From more information about MCFCS and other job opportunities, please visit our website at www.metisdfs.mb.ca