



York Region Children's Aid Society
16915 Leslie Street
Newmarket, ON L3Y 9A1
Fax# 905-898-7741 or email: human.resources@yorkcas.org

January 18, 2017

Applications are now invited for the position of:

CHILDREN'S SERVICES SUPERVISOR
16 month contract

PURPOSE OF POSITION:

To direct, coordinate and evaluate the provision of Protection Services through the development and monitoring of service delivery processes and the effective supervision of staff. To ensure that programs and services are provided in accordance with the Child and Family Services Act and other pertinent legislation, Ministry standards and guidelines and the Society policies, directives and procedures.

JOB SUMMARY:

1. This is a Supervisor position and is outside the Bargaining Unit.
2. The successful candidate will report and be accountable to the Director of Resource Services.
3. The successful candidate will be responsible for the supervision of a team of front-line protection workers with the Society's Children's Services Department.
4. The successful candidate will ensure the most effective utilization of staff for whom he/she is responsible and other resources in the delivery of service according to the Society's policies and goals.
5. The successful candidate will evaluate the quality and relevance of the service provided and the effective use of staff for whom he/she is responsible.
6. The successful candidate will be a member of the Management Team and as such will participate in the planning and coordinating of the Society, and will make recommendations and exercise decision making authority in certain areas regarding service issues and any matters related to the Society's operation.

DUTIES:

The Supervisor will direct, exercise decision-making authority, coordinate and evaluate the activities of his/her team members, in order to ensure an adequate standard of service to clients. This includes, but is not limited to, the following responsibilities:

- To assign cases/tasks to staff as appropriate or required.
- Assumes clinical responsibility for advising staff regarding casework planning, intervention/treatment strategies, etc.
- To provide professional direction and clinical expertise to staff on an ongoing basis and on difficult cases as required including problem solving in crisis situations and strategizing interventions.
- To review case progress and consults with staff on a regular basis to ensure clients are accurately assessed and to monitor the effectiveness of services provided and Agency practices and procedures.
- To recommend changes to service delivery as required and ensure the effective implementation of same.
- To provide back-up to other social work and child care supervisory positions as required.
- To provide After-Hours Supervisory duties for After Hours Workers on a rotating basis.

- To supervise and manage the activities of assigned staff and ensure that child welfare and other pertinent legislation, Ministry Standards, guidelines and Agency policies, directives and procedures are adhered to.
- To evaluate the effectiveness and quality of services provided, identify gaps in service, participate in the development of agency service plans, budget submissions, goals and objectives, and policies and procedures through participation on Agency committees and task forces and direct input to Senior Management as required.
- To act as a member of the Agency's Management Team and participate in the planning, development and formulation of recommendations for improved agency-wide service delivery.
- To develop recommendations for changes in service delivery and prepare proposals for submission/presentation to the Management Team for discussion and approval or to Senior Management for consideration and approval.
- To participate in the implementation of recommendations as required.
- To attend Agency Board of Directors' meetings and represent program statistics, proposals and accountabilities to committees of the Board upon request.
- To coordinate and manage special projects as assigned.
- To represent the Agency on external committees, task forces, planning groups/bodies as assigned.
- To recommend the hiring/firing of staff or the transfer of staff within the Agency.
- To ensure the orientation and instruction of new staff.
- To evaluate performance, in consultation with individual staff, on an annual basis in relation to their job description and mutually agreed upon goals and objectives.
- To identify training needs for both new and experienced staff and ensure enrolment in appropriate programs to meet such needs.
- Refer to approved job description for details of job duties and responsibilities.

REQUIRED EDUCATION AND EXPERIENCE:

1. The successful candidate must have demonstrated leadership potential.
2. The successful candidate must have sound decision-making skills.
3. The successful candidate must have a good working knowledge of the Child and Family Services Act.
4. The successful candidate must have good communication skills, both written and verbal.
5. The successful candidate must have a Master's Degree in Social Work from a university of recognized standing, combined with a minimum of three years' experience in social work within the field of child welfare or an equivalent combination of formal education, experience and training. Previous supervisory training would be an asset.

SALARY RANGE: **\$80,301.46 to \$101,790.57**

Members of the Bargaining Unit or of the Non Bargaining Unit are welcome to apply for this position and should do so in writing to the Human Resources Specialist, no later than 5:00 p.m. Thursday, January 26, 2017. Please quote job title.

[The agency will follow the procedures outlined in Article 16 – Job Posting, of the Collective Agreement.]