

Position:	Kin Finder	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-2017-43	Number of Positions:	1
Employment Type:	Temporary Full-time (Contract)	Location:	817 Division Street, Kingston ON
Date Posted:	July 6, 2017	Closing Date:	July 14, 2017

Position Summary:

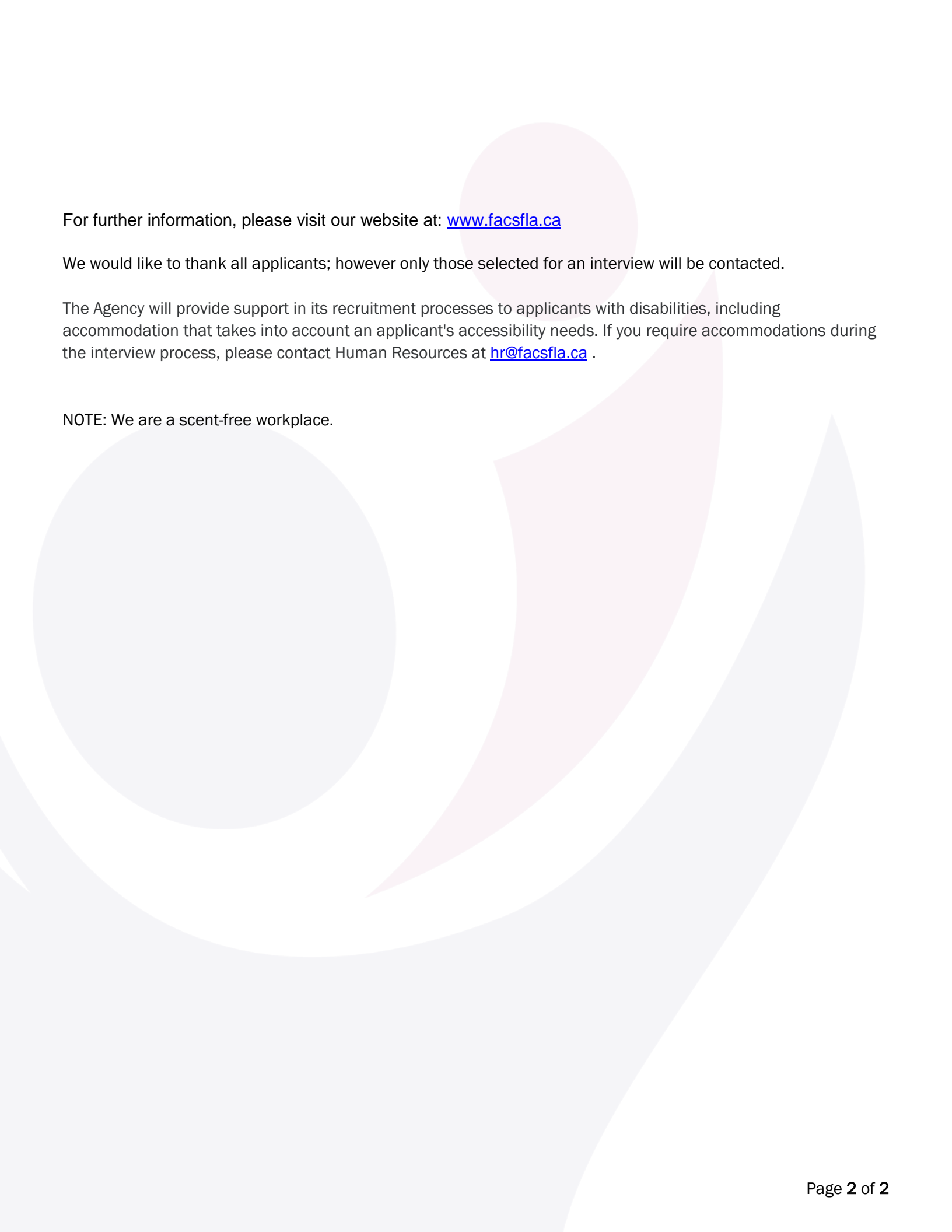
Job Function: As part of the Family Connections team, the Permanency Support Worker assists, locates and contacts potential kith and kin for children referred to the program through various methods, manages both adoption and legal custody subsidies, and responds to requests for Adoption Disclosure information.

Required Qualifications:

- Bachelor of Social Work; or; BA with relevant skills and work experience
 - Thorough knowledge of the CFSA, Adoption regulations and kin service regulations
 - Proven ability to be action oriented and show initiative
 - Demonstrated investigative/analytical skills and experience in conducting research
 - Skills in conducting file reviews and genealogical/internet/database research to locate kin
 - Excellent oral and written communication skills
 - Awareness of and experience with the needs of children, adoption families and kin families
 - Demonstrated knowledge and skills in Permanency Planning
 - Skills in mediation
 - Demonstrated experience in working collaboratively with collateral service providers
 - Assessment skills as pertains to family functioning
 - Working knowledge of court processes, and foster and adoption standards
 - Proven ability and willingness to work independently and as an integral member of a team
 - Strong time management skills
 - Demonstrated ability to work with kinship, foster, adoption and protection families
 - Proficiency in a Windows environment using Microsoft Office Suite and Windows Explorer
 - Familiarity with other software such as e-mail programs, case recording software
 - Possess a valid driver's license with access to a vehicle
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How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: hr@facsfla.ca Interested and qualified applicants are invited to apply in writing by July 14, 2017
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website at: www.facsfla.ca

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca .

NOTE: We are a scent-free workplace.