



OPPORTUNITY

(INTERNAL - FNFR)

DATE OF POSTING: **August 11, 2017**

POSITION: **SOCIAL WORK SERVICE MANAGER – Temporary
8 Month Contract**

POSTING NUMBER: **2017 - 29**

AVAILABLE: **Immediately**

LOCATION: **Aboriginal Services Unit**

**EDUCATION AND
EXPERIENCE REQUIRED:**

M.S.W. plus three years of child welfare experience and demonstrated leadership and supervisory ability along with sound professional practice;

All applicants must have a First Nations background and knowledge of First Nations culture. Preference will be given to First Nations applicants.

RESPONSIBLE TO: Director of Service - NS

MAJOR RESPONSIBILITIES

- Be responsible for the management of staff and services in the area assigned
- Provide regular supervision for the workers on the performance of their duties
- Assume primary responsibility for the orientation of new staff members to their role as an officer of the Children's Aid Society; to Society policy as it will affect their work; to Agency procedures and in particular to the procedures of the services to which the worker is assigned

- Ensure the development of each staff members' skills, through the evaluation of staff and the identification of learning goals for each staff member, and imparting of knowledge of social work skills and techniques and a professional attitude towards clients and their problems
- Be responsible for the prompt assignment of cases to particular staff members, the transfer of cases from one worker to another, or to another unit and the closure of cases no longer needing Society Services
- Provide reports and analysis of statistics and other information on services as requested by the Director of Services to acceptable standards
- Recommend program changes, personnel assignments, and policy changes where indicated by service needs
- Consult with other Managers on matters pertaining to the Society
- Participate in annual evaluation of his/her performance in accord with society policy
- Carry out duties pertinent to the specific area of the unit of service administered
- Regularly review case recording and work of social work staff to see it is up to acceptable standards
- Conduct regular unit, individual and group conferences to discuss problems and social work services to help workers develop and use skills
- Ensure workers' caseloads are serviced when workers are absent
- Annually evaluate social workers' performance and make recommendations to the Director of Services
- Make recommendations to the Director of Services on hiring, promotion or discharge of staff.
- Attend management and total staff meetings
- Assist in carrying out staff training
- Represent the Society in the community when requested
- Act as a consultant to social workers in areas of special services
- Ensure that the policies and procedures of the Society are carried out and that the total Unit workload is serviced
- Approve vacation and recommend personal leave in his/her Unit within the current personnel policies
- Make supervisory decisions on the application of the terms of the Collective Agreement
- Be accessible to staff members and clients whose problems have not been satisfactorily met through the normal channels and deal with them or refer them to the Director of Services
- To participate in the provision of emergency Back-up-Duty on Call services
- To ensure the provision of mandated services to children and in accord with the standards of service prescribed in the Child & Family Services Act and Society policy
- To see that full and accurate information is provided to the Legal Department with respect to cases which are to be presented in the Provincial Court, Family Division in due time for proper court preparations

- To keep Unit workers informed of changes in any relevant legislation, Society policies and procedures
- In his/her absence, to see that supervisory responsibilities are duly assigned and to inform the Director of Services of the assignment
- Participate actively in resource development such as soliciting grants for the society
- Any other duties that may be assigned by the Executive Director of his/her designate

KNOWLEDGE AND SKILLS REQUIRED

- Demonstrated leadership and supervisory ability along with sound professional practice
- Ability to work effectively with other staff members

SALARY RANGE: \$85,536 to \$101,744

“We accommodate the needs of people with disabilities.”

Should an applicant require an accommodation during the recruitment process, please contact the Human Resources Department at the email address listed below.”

APPLICATION: Applications in writing, with resume and references will be accepted electronically at:

**Human Resource Department
Brant Family and Children’s Services
70 Chatham Street, P.O. Box 774
Brantford, ON N3T 5R7
Email: employment@brantfacs.ca**

CLOSING DATE: **August 18, 2017**