

## EMPLOYMENT OPPORTUNITY



Dnaagdawenmag Binnoojiiyag  
CHILD & FAMILY SERVICES

Dnaagdawenmag Binnoojiiyag  
Child & Family Services  
517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6  
Toll Free: 1-844-523-2237

<b>POSITION TITLE:</b>	SUPERVISOR
<b>DEPARTMENT:</b>	SERVICES
<b>REPORTS TO:</b>	SENIOR MANAGER
<b>LOCATION:</b>	MIDLAND
<b>POSTING DATE:</b>	JUNE 30, 2020
<b>CLOSING DATE:</b>	JULY 14, 2020

### POSITION SUMMARY

Reporting to the Senior Manager, the Supervisor is responsible to direct, coordinate and evaluate the provision of assigned services for Dnaagdawenmag Binnoojiiyag Child & Family Services clients within the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area through the development and monitoring of service delivery processes and the effective supervision of staff. The Supervisor will 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 Dnaagdawenmag Binnoojiiyag Child & Family Services policies, directives and procedures, as well as the Regional Protocol.

### RESPONSIBILITIES:

#### Clinical:

- Assigns cases/tasks to staff as appropriate or required.
- Assumes clinical responsibility for advising staff regarding casework planning, intervention/treatment strategies, etc.
- Reviews and assesses pertinent case information and makes decisions regarding apprehensions, court recommendations, admission/discharge of children from care, etc. in consultation with the Senior Manager.
- Ensures that all cases where court applications are intended to be pursued are conferenced with the Executive Director within 24 hours of an apprehension; although the Supervisor is authorized to approve an apprehension to address immediate safety concerns where no less intrusive course of action is available, only the Executive Director (or in his/her absence, the Director of Services) has the authority to approve an Application to Court.
- Provides 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.
- Reviews 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 Dnaagdawenmag Binnoojiiyag Child & Family Services practices and procedures.
- Recommends changes to service delivery as required and ensures the effective

## EMPLOYMENT OPPORTUNITY

implementation of same in consultation with the Senior Manager.

- Provides backup to other social work and child care supervisory positions as required.

### **Management:**

- Supervises and manages the activities of assigned staff and ensures that child welfare and other pertinent legislation, Ministry standards and guidelines and Dnaagdawenmag Binnoojiiyag Child & Family Services policies, directives and procedures are adhered to.
- Evaluates the effectiveness and quality of services provided, identifies gaps in service, participates in the development of Dnaagdawenmag Binnoojiiyag Child & Family Services service plans, budget submissions, goals and objectives, and policies and procedures through participation on Dnaagdawenmag Binnoojiiyag Child & Family Services committees and task forces and direct input to senior management as required.
- Acts as a member of the Dnaagdawenmag Binnoojiiyag Child & Family Services' Management Team and participates in the planning, development and formulation of recommendations for improved Dnaagdawenmag Binnoojiiyag Child & Family Services-wide service delivery.
- Develops recommendations for changes in service delivery and prepares proposals for submission/presentation to the Management Team for discussion and approval or to Senior Management for consideration and approval.
- Participates in implementation of recommendations as required.
- Attends Dnaagdawenmag Binnoojiiyag Child & Family Services Board of Directors' meetings and Board Committee meetings if requested, and presents program statistics, proposals and accountabilities to committees of the Board upon request.
- Coordinates and manages special projects as assigned.
- Represents Dnaagdawenmag Binnoojiiyag Child & Family Services on external committees, task forces, planning groups/bodies as assigned.

### **Administrative:**

- Ensures that case plans, recordings and additional documentation are accurate and complete and in accordance with legislative requirements, Ministry standards and guidelines and Dnaagdawenmag Binnoojiiyag Child & Family Services directives, policies and procedures.
- Signs and approves all requests for financial expenditures within established Dnaagdawenmag Binnoojiiyag Child & Family Services limits and clears all other major expenditures with the Director of Services as required.
- Ensures that staff follows all administrative requirements.

### **Personnel:**

- Recommends the hiring/termination of staff or the transfer of staff within Dnaagdawenmag Binnoojiiyag Child & Family Services in collaboration with the Human Resources Manager.
- Ensures the orientation and instruction of new staff.
- Evaluates performance, in consultation with individual staff, on an annual basis in

## EMPLOYMENT OPPORTUNITY

relation to their job description and mutually agreed upon goals and objectives.

- Identifies training needs for both new and experienced staff and ensures enrolment in appropriate programs to meet such needs.

### **POSITION REQUIREMENTS**

#### **Preferred Requirements:**

- 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
- Bachelor's Degree in Social Work from a University of recognized standing combined with a minimum of five years' experience in social work within the field of child welfare; or
- BSW equivalency;
- An equivalent combination of formal education, experience and training.
- Supervisory training and/or experience.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

#### **Knowledge Requirements:**

- A good working knowledge of the Child and Family Services Act and other pertinent legislation, Ministry standards and guidelines, Dnaagdawenmag Binnoojiyag Child & Family Services policies, directives and procedures and collective agreement.
- A high level of knowledge and demonstrated expertise in diagnostic and treatment theories, methodologies and practices.
- A good knowledge of community services within the Dnaagdawenmag Binnoojiyag Child & Family Services catchment area and surrounding areas to coordinate referrals and the provision of service.

#### **Ability Requirements:**

- Management skills to participate in determining overall Dnaagdawenmag Binnoojiyag Child & Family Services direction and to work within the parameters of the collective agreement.
- Program skills to identify and resolve problems and provide program requirements.
- Supervisory, organizational and administrative skills to manage and plan the activities of staff, delegate tasks and coordinate case management and planning.
- Decision making skills to intervene in crisis situations and to determine appropriate action.
- Strong co-operation and consultation skills in working with First Nation Designated Persons and community representatives, Elders and community leaders.
- Excellent communication skills to teach, supervise and support staff effectively and at times to deal with clients in stressful and conflict situations.
- Excellent interpersonal skills to liaise with First Nations Designated Persons and community representatives, community professionals and other Dnaagdawenmag Binnoojiyag Child & Family Services staff.

## EMPLOYMENT OPPORTUNITY

- Strong written communication skills to document information in a clear, concise and accurate manner.
- Ability to work independently or with little supervision.

### **Mandatory Requirements:**

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.
- Must be willing to work flexible hours including weekends, evenings and holidays as required.

### **ACCOUNTABILITIES:**

The employee is required to have a good working knowledge of all laws, rules, regulations, policies and procedures, as well as the Regional Protocol which impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families and communities.

### **WORKING CONDITIONS**

- You will be provided a working location within your region by the Organization.
- Travel within the catchment area will be required.

### **Salary Range:**

- \$83,366.00 - \$99,596.00 depending on qualifications and experience.

### **To Apply:**

- Please email the following to [careers@binnoojiyag.ca](mailto:careers@binnoojiyag.ca)
  - Application for Employment (available at [www.binnoojiyag.ca](http://www.binnoojiyag.ca)), Please indicate preferred location in your application
  - Cover letter and Resume (include 3 work related references)
  - Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- Persons of First Nations, Inuit and Métis ancestry and members of Dnaagdawenmag Binnoojiyag First Nations are encouraged to apply.