



**Competition No.:** 2018-0221  
**Position:** Abuse Investigation Worker  
**Classification:** SP4 – *Qualified candidates salary range: \$53,604.18 – \$74,340.63*  
**Conditions:** Full-time, Unionized, **One-year Term position**  
**Department:** Abuse Investigation  
**Location:** 1410 Mountain Avenue  
**Date Posted:** June 1, 2018  
**Closing Date:** **4:00 p.m. on June 15, 2018**  
**How to apply:** Email: [tamara.cardinal@secfs.org](mailto:tamara.cardinal@secfs.org) Fax: (204) 947 – 0009

<b>Internal Posting</b>	<input checked="" type="checkbox"/>
<b>External Applications</b>	<i>considered after June 15, 2018</i>

<b>Permanent</b>	
<b>Term – 1 year with possibility of an extension</b>	<input checked="" type="checkbox"/>

Southeast Child & Family Services (SECFS) provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

**JOB SUMMARY:** Under the direction of the Child Abuse Coordinator, assists in providing protective services mandated by the Act in accordance with the philosophies and policies of the Agency and in the best interests and safety of the child. Reporting to the Unit Supervisor, the Abuse Investigation Worker is responsible for investigating child abuse allegations, providing crisis intervention services, completing the required written documentation and providing related services under the mandate of the *Child and Family Services Act* and the *Child and Family Services Authorities Act*.

**DUTIES AND RESPONSIBILITIES:**

- In consultation with Agency social work staff receives referrals and provides front line services in child abuse cases;
- Does case consultations, abuse investigations, debriefing with other staff, documentation, planning and referral;
- Networks with associated resources in addressing protection cases;
- Maintains a registry of resources and refers child to same for treatment;
- Monitors child's progress in treatment; including requesting reports from therapists or medical staff;
- Maintains appropriate records and filing system;
- Participates in case reviews as requested;
- Participates in Child Abuse Committee meetings;
- Participate in community workshops dealing with abuse; offer training to local child care committees, foster parents, schools, etc.;
- Attend Agency meetings as requested;
- Maintains appropriate documentation;
- Other duties in the area of abuse investigation as assigned by Coordinator.

**QUALIFICATIONS:**

**Conditions of Employment**

A valid driver's license and the use of a personal vehicle for business purposes are required. Successful candidates will be subject to satisfactory criminal record, child abuse registry and prior contact checks. Candidate must also be willing to occasionally travel to the designated First Nation Community and rural communities to serve our families;

**Essential Criteria**

- Bachelor of Social Work (BSW), with a minimum of 2 years experience conducting Abuse Investigations;
- Knowledge of *The Child and Family Services Act*, *The Authorities Act* and *The Adoption Act*; thorough knowledge of the governing and delivery of child protection programming in Manitoba; demonstrated awareness of aboriginal child welfare practices; and a working knowledge of First Nations history, colonization; knowledge and understanding of multicultural issues and demonstrated skill working cross culturally.
- Demonstrated skills in areas of crisis intervention, abuse investigations and assessing high risk situations which require immediate response. Knowledge of substance abuse, family violence, child abuse/neglect and community resources;
- Strong written communication skills and ability to pay attention to detail when preparing documents and comprehensive reports;
- Excellent organizational, oral communication skills with a demonstrated ability to work effectively under pressure and in a team environment.
- Intermediate proficiency with Microsoft Word , CFSIS and IM.
- Core competencies for this position include:
  - > communication, cultural competence, customer/client focus, decision-making, collaboration, organizational ability, and stress tolerance.
- Eligible internal candidates must be able to demonstrate strong competencies in all areas of case management and be up to date and in compliance with their own case notes and visitations.

**How to apply:**

Forward your resume (with 3 references) and cover letter stating clearly how you meet the qualifications stated in this job posting. Please cite the competition number and position in the subject line when submitting by email or fax.

**Preference will first be awarded to:** Qualified Southeast community members and/or internal Aboriginal candidates (First Nations, Inuit or Metis) meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.