



## CONTRACT OPPORTUNITY

Competition No.: 2020-17  
Position: Prior Contact Check Specialist  
Classification: N/A  
Conditions: Contract Position (Hours and Hourly Wage Negotiable)  
Department: Quality Assurance  
Location: 1410 Mountain Ave or 360 Broadway  
Date Posted: February 24, 2020  
Closing Date: Open Until Filled  
Applications: Email: [hr@secfs.ca](mailto:hr@secfs.ca) Fax: 204.594.0499

**Reporting:** The Analyst will be reporting to the Quality Assurance Director and/or Director of the Abuse Unit.

**Major Functions:** The Analyst will be responsible for completing Prior Contact Checks for the Agency and Shawenim Abinoojii Inc. purposes including for screening of applications for foster parents, caregivers, support workers, respite workers, etc.

### Duties & Responsibilities:

- Completes Prior Contact Checks as requested by the Agency and Shawenim Abinoojii Inc. including conducting an exhaustive search of CFSIS and Agency records
- Provides relevant correspondence related to the checks to inquiring agencies
- Communicates with other agencies as required
- Other duties as assigned by the Quality Assurance Director and/or Director of the Abuse Unit
- Ability to understand and evaluate risk as described in written reports or summary assessments.

### Qualifications:

- Bachelor of Social Work or equivalent combination of education and experience
- Extensive knowledge of the CFSIS and IM systems is required
- Previous child welfare related experience is required, and prior intake experience is an asset
- Must possess strong computer skills and be proficient in MS Word, Excel, PowerPoint and Outlook Express
- Demonstrated ability to work independently
- Excellent oral and written communication skills
- Satisfactory Criminal Record, Prior Contact and Child Abuse Registry Checks are required

### Application Process:

- Preference will be given to Southeast Community Members and Aboriginal (First Nations, Metis or Inuit) candidates meeting the posted requirements
- Forward your resume (with three [3] references) and cover letter stating clearly how you meet the qualifications
- Please cite the Competition Number and Position in the subject line when submitting by email or fax

