



Employment Opportunity

Child Protection Supervisor – Safety Sensitive

JOB SUMMARY

Onion Lake Family Services supports families by collaborating with our community and elders to assist our children, youth and families to thrive in a nurturing and safe environment. Part of our service is to provide protection assistance to those who may be at risk. Under the supervision of the Program Services Manager, the Child Protection Supervisor provides regular direct supervision to child welfare workers within the department. Ensures that all policies, regulations and, mandates related to child welfare matters are adhered to and ensures that all client files and other related files are accurate and complete at all times. He/she attends meetings, case conferences and court as needed and required; acts as the agency liaison between in-community and outside-community agencies, schools, programs, and services.

LOCATION: Onion Lake Child and Family Services
DEPARTMENT: Protection
of POSITIONS: 1
TERM: Permanent Position
CORE HOURS: Monday to Friday 8:30 AM to 4:30 PM
Please note, some evenings and weekends are required
Rotational On-Call Schedule

ESSENTIAL FUNCTIONS

Provide an employee orientation to all new employees who will be under their supervision.
Provide regularly scheduled supervision of all employees who will be under their supervision.
Schedule, attend, and conduct regularly scheduled child welfare employee staff meetings.
Oversee and direct all child protection matters and services.
Ensure that the needs and best interest of the child(ren) are met at all times.
Develop and maintain open and collateral relationships with agencies, schools, programs, and services both in and out of the community.
Ensure that the highest quality of service is provided by all employees who will be under their supervision.
Ensure the training needs of employees (under supervision) are met.
Ensure that all concerns and disciplinary matters regarding employees under their supervision are documented in an official format, that the employee(s) are informed of the concern, that a copy of the documentation is placed on the employee personnel file, and that the Executive Director is informed.
Prepare relevant reports (i.e: progress reports, stats, and file review) and provide them to the Executive Director as required.
Ensure a teamwork approach to employee management.
Ensure availability for regular and crisis based support, consultation and supervision.
Establish and maintain follow-up process for children at risk.
Respond to, document, and resolve complaints, contentions and conflicts between employees and other (i.e: schools, agencies, community, programs, etc.).
Conduct case reviews as required.
Ensure that the automated client indexing system is used by employees, and that all file information are current, complete and in line with policy and mandate.
Ensure that all legal and procedural requirements (such as court documents, home studies, etc.) are completed on time and are accurate.
Attend court as required (as worker support, monitoring, or training).
Ensure that all expenditures and sign offs under your authority are valid, accurate, legal, warranted and justifiable.
Ensure that you and all relevant employees are knowledgeable and proficient in the use of the policies, mandates, regulations, and procedures used by the Corporation and the Province of Saskatchewan and Alberta for investigation, handling and management of child welfare and related protection matters.
Other duties as assigned.

REQUIREMENTS

EDUCATION

- Bachelor of Social Work or Bachelor of Indigenous Social Work (must be registered or be able to register with SASW)

EXPERIENCE

At least 5 years of child welfare experience, training in child welfare investigation, family violence, child welfare policy and protection.

5 years Management and supervisory experience.

Best practicing knowledge in Child Family Services.

DEADLINE DATE: Until Filled

We thank all applicants, however, only qualified applicants with completed applications will be contacted for an interview

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. List of three current references with phone numbers
4. Recent Criminal record check with vulnerable sector
5. Recent Drivers Abstract

Submit applications to: Tina Burton, HR Coordinator
Onion Lake Family Services
Box 29 Onion Lake, SK S0M 2E0
Email: tina.burton@olfs.ca
Fax: (306) 344-4755

Date Posted: January 27, 2020