



Metis Child, Family & Community Services (MCFCS) Agency is a mandated child and family services agency with the responsibility to administer and manage culturally appropriate community-based child protection and support services for Metis and Inuit people in Manitoba.

FACILITIES SUPERVISOR FULL TIME PERMANENT POSITION

Position: Facilities Supervisor (Competition # IRP FS 08.09.2016)
Hours of Work: 7.25 hours per day
Classification and Salary: SP5, \$31.60 - \$42.90 per hour
Location: Winnipeg, MB

Under the supervision of the Executive Director, the Supervisor is responsible for developing and overseeing residential care resources including long term, emergency assessment and interdependent programs. The supervisor implements, oversees and evaluates the quality of services in each program area and supervises key staffing positions in each program. It is the responsibility of every position to provide, where requested culturally relevant service or assist with access to such service.

Listed below is a summary of the qualifications and responsibilities of the position; complete job descriptions will be available to the successful candidate.

Main areas of Key Responsibilities and Activities

- Provides leadership to staff in the development of an effective and dynamic team.
- Monitors the day-to-day operations to ensure that the department meets goals and objectives, follows policies and procedures, provides services effectively and efficiently and takes corrective action.
- Participate in the development and implementation of plans which provide for the delivery of consistent, equitable and high quality programs and services.
- Plans, organizes, administers, reviews and evaluates the work of front-line, service delivery staff.
- Provides for training, development and work evaluation of department staff.
- Makes effective recommendations on hiring, termination, promotion and discipline of staff.

Education and Experience

- Bachelor's degree in Social Sciences would be an asset.
- Other education or related discipline plus 3 years experience of direct supervisor experience would be considered.
- 3 years experience in supervision and case management for children/adolescents in a residential resource.
- Experience and training in developing and implementing best practice procedures, program development and delivery.
- Expertise in strategies for responding to the needs of high needs youth.
- 2 years experience in developing and documenting proposals, policies, practices and manuals.

Knowledge, Skills and Abilities

- Knowledge of provincial residential care licensing requirements and the ability to coordinate necessary functions related to licensing.
- Knowledge of provincial reporting/recording requirements for residential resources.
- Demonstrated supervisory and leadership skills are required.
- Proven experience in program development and delivery for children and youth.
- Proven experience with developing financial budget systems appropriate for group care.
- Ability to communicate verbally and written.
- Experience and skills in mediation techniques.
- An understanding of program evaluations and an ability to implement same.
- Ability to use software applications such as Word, Excel, etc.
- Ability to maintain highly sensitive and confidential information.
- Extensive knowledge of Metis and Inuit culture and history.

Prior to commencing employment the successful applicant will be asked to provide satisfactory results of a Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check, Prior Contact Check and a Driver's Abstract at their own expense. In light of long processing times for these checks we encourage applicants to apply early, as this will reduce wait times to begin employment. A valid Manitoba driver's license and the use of a personal vehicle are requisites as travel within and outside the city are required.

Applicants may be required to undergo testing to determine their knowledge, abilities, and skills as they relate to the qualifications of the position.

Please submit your resume under cover letter indicating the competition number to:

**Human Resources
Metis Child, Family and Community Services Agency
100 Sutherland Avenue Winnipeg, Manitoba R2W 3C7
FAX: 204-942-6444 or email: hr@metiscfs.mb.ca**

Deadline for applications: 8:30 a.m. Tuesday August 9, 2016

We thank all who apply; however, only those selected for an interview will be contacted.

Preference will be given to Metis and Inuit applicants.