

# Animikii Ozoson

Child & Family Services Inc.

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## JOB OPPORTUNITY

### **Alternative Care Case Manager Competition # 2024-15**

#### **Overview:**

Working as part of a team, reporting to the Unit Supervisor, and providing services under the CFS Act and the Adoptions Act, the incumbent will be responsible for resource development within the Agency's Alternative Care Program, including recruitment, training, licensing, and supporting kinship/Foster parents of AOCFS.

#### **Responsibilities/Duties:**

- Manage and supervise a case load of Kinship/Foster care
- Open and close Kinship/Foster parent files
- Complete intake with new inquires interested in fostering/kinship care
- Processes all required background checks for kinship, foster and respite parents of the Agency
- Open and complete Place of Safeties
- Complete home visits and conduct Kinship/Foster parent home study assessments
- Complete licensing and annual re-licensing of Kinship/Foster home licenses in accordance with Provincial Regulations
- Manage placement requests and match/secure placement resources for children and youth
- Respond to enquiries/concerns regarding Kinship/Foster care
- Assist with the development and facilitation of Kinship/Foster parent orientation and training
- Organize and participate in Agency activities related to Kinship/Foster parent functions
- Ensure all required documentation is on CFSIS in a timely manner

#### **Qualifications:**

- Bachelor of Social Work (an equivalent combination of education and experience may be considered)
- Minimum of one-year direct experience in a mandated child and family agency

- Applicants must be eligible for registration with the Manitoba College of Social workers
- Knowledge of and ability to apply Indigenous approaches in working with families and children
- A comprehensive understanding of the Child and Family Services Act and Foster Home Regulations
- Effective Communications skills, both verbal and written
- Ability to perform required tasks on CFSIS
- Computer literacy in Microsoft Office, data base systems, emails and use of the internet
- A valid Manitoba Driver's License and access to a reliable vehicle are required, as the position requires travel within the city and to some First Nations Communities

**All Hiring is subject to satisfactory Criminal Reference Check, Prior Contact and Child Abuse Registry Check.**

The ability to speak Ojibwe is considered a definite asset. Preference will be given to Indigenous people and applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

**Please reference the position and competition number # 2024-15 in your cover letter.**

We thank all who apply, however, only those selected for an interview will be contacted. Job posting will be posted until July 12, 2024.

**Qualified SP3/SP4 Candidate's Salary:** \$54,801.82 - \$83,815.33

Please forward your resume/cover letter and three (3) references to:

Stephanie Fenner, HR Manager, CPHR Candidate  
Animikii Ozoson Child and Family Services  
3-313 Pacific Avenue  
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Email: [stephanie.fenner@animikiicfs.org](mailto:stephanie.fenner@animikiicfs.org)