



## INTERNAL/EXTERNAL POSTING

### Invites applications for **AFTER HOURS EMERGENCY COORDINATOR TERM POSITION**

Classification: SP3/SP4, \$26.59 – \$34.25 / \$29.33 – \$40.68 per hour

Hours of Work: Hours on call will vary

Competition Number: 2020046-AEC-D

Location: Dauphin, Manitoba

#### **Job Purpose**

Reporting to the Designated Intake Supervisor, the After Hours Emergency Coordinator will work as part of a team to assist in providing services to children and families under the mandate of the Child and Family Services Act such as child protection and assessment, casework, legal preparation, working with caregivers and collaterals.

#### **DUTIES AND RESPONSIBILITIES**

##### **Conduct investigations and assessments of children at risk.**

- Respond to emergency calls
- Identify and investigate complaints of neglect, abuse, or where children are at risk and in need of protection and assess the level of risk to determine case planning strategies and apprehensions.
- Interview children, using a variety of age-appropriate methods, to formulate case goals and plans.

##### **Work with families of children at risk in order to improve a family's level of safety.**

- Coordinate delivery of services to meet identified needs through case management, referral to community resources, advocacy and providing supportive or rehabilitative services.
- Provide counseling services to children and families and teach strategies to families to minimize risk and improve level of functioning.
- Develop collaborative relationships with caregivers to respond to immediate needs.

##### **Prepare for and participates in legal and court actions**

- Compile and document information for pre-trial and collaborates with the lawyers and/or legal representative to implement legal action including Notices of Hearing
- Prepare testimony and testify in court hearings

##### **Complete all administrative and reporting requirements**

- Complete assessments, closing and transfer summaries, as per Provincial Standards
- Complete documentation as required
- Record and maintain daily contact note journals and updates on case status, letters and memos.

#### **QUALIFICATIONS**

##### **Education**

- BSW or BA and two years relevant experience or a combination of education and five years related experience.

##### **Experience**

- Experience working with Metis and Inuit people.
- Experience in crisis intervention, abuse investigation and assessment of high risk situations.

##### **Knowledge, Skills and Abilities.**

- Skills in crisis intervention, abuse investigation and assessment of high risk situations
- Demonstrate understanding and appreciation of Métis and Inuit culture
- Ability to work effectively in a high volume and time sensitive environment
- Ability to maintain highly sensitive and confidential information
- Ability to determine and assess potentially dangerous situations

Your cover letter and resume must clearly indicate how you meet the qualifications.

Please visit <https://michif.bamboohr.com/jobs/view.php?id=62> to apply

**Applications will be accepted until position is filled.**

*We thank all who apply, however, only those selected for an interview will be contacted.  
**Preference will be given to Metis and/or Inuit applicants.***