 **AKAMIHK CHILD & FAMILY SERVICES SOCIETY**

 **IAFE SUPERVISOR POSITION**

**(Intake, Family Enhancement, Assessment, Fee for Service)**

**Scope of Responsibilities and Activities**

The IAFE Supervisor supports unit staff by helping set individual and unit goals by providing ongoing consultation, coaching, training, and skill development. The IAFE Supervisor guides and consults with unit staff to ensure that the safety of children and youth is a priority when decisions are being made to reduce the risk of further trauma to children, youth or families. The IAFE Supervisor assists in program planning and development, liaises with community partners to build on existing programs and resources, and applies strategies to support the success of FE clients, caregivers, children in care and ACFSS clients. The IAFE Supervisor also works with the Executive Director, Casework/Foster Care Supervisor and community partners/resources to understand and identify at-risk and high-risk situations and provide insight on how to prevent further ACFSS involvement. The IAFE Supervisor ensures that unit staff provide a positive link to the community in the areas of intake, assessment, case management and family enhancement. The IAFE is expected to have significant knowledge of Intervention Services, and legislation and policy as it pertains to child abuse and neglect, family dynamics, court processes, teambuilding, and community resources.

**Specific duties will include but not be limited to the following:**

The Intake, Assessment, and Family Enhancement, Fee for Service Supervisor will:

* Report to the Executive Director.
* Work with the Executive Director to ensure that all requirements are met to administer the Comprehensive Funding Agreement (CFA) in accordance with Indigenous Services Canada (ISC).
* Identify, assess, and inform the Executive Director of internal and external issues that affect the organization.
* Work closely and collaboratively with other Supervisory/Management staff.
* Have knowledge of the Child, Youth and Family Enhancement Act (CYFEA).
* Have a clear understanding of the Sub-Delegation of Authority from the Executive Director as it pertains to the Ministry of Alberta Human Services and will ensure that all requirements are met to administer the duties and responsibilities associated with it according to current Legislation.
* Work within ACFSS's Personnel Policies.
* Ensure that ACFSS employees understand and adhere to the ACFSS Personnel Policies
* Guide, mentor, monitor and supervise unit staff.
* Work with the Executive Director, Management, Board of Directors and MFN Elders to develop and implement a work plan and establish goals and objectives that will reflect the best interests of the children and families served.
* Work with the Executive Director and staff to develop and implement an operational plan for ACFSS.
* Help to organize and attend all ACFSS events and functions and will also attend all meetings as directed by the Executive Director.
* Attend and report at ACFSS's Annual General Meeting (AGM).
* Be available for after-hours/on-call supervisory shifts.
* Liaise with unit staff and on call staff regarding assessments, case management, intervention strategies and reviews.
* Be available for phone calls and meetings with clients, staff and service providers.
* Review and respond to all correspondence of ACFSS on daily basis and forward appropriate documentation to the Records Management Clerk for filing.
* Communicate effectively with the Executive Director, clients, management, staff, Elders, Board of Directors and MFN Leadership.

**Qualifications**

* Bachelor of Social Work, Master of Social Work or equivalent.
* Minimum of four (4) years of related experience working in Child Protection.
* Minimum of two (2) years of Supervisory experience.
* Completion of CYFEA Delegation training.

**Required Knowledge, Skills & Abilities**

* Must respect Maskwacis Cree Traditional Language and Culture
* Must have knowledge of community resources
* Must be able to work with community partners at all levels
* Must have a clear and current Criminal Record
* Must have a clear and current Child Intervention Check
* Must maintain an alcohol and drug-free lifestyle
* Must maintain professional ethical conduct at all times
* Must have a valid class 5 driver's license and provide driver's abstract; reliable transportation is a requirement.
* Must have effective written and verbal communication skills
* Must sign and abide by Oath of Confidentiality
* Must possess interpersonal and human relations skills

Must be able to demonstrate the ability to delegate, direct and follow-up on all matters pertaining to Akamihk Child and Family Services Society

**How to Apply**:

Please provide a **cover letter and resume**, with updated **CYIM** and **CRIM** and **3 References** to the attention of Cristal Potts HR Office Manager cristal.potts@akamihkcfss.ca by July 13, 2021. For inquiries, please contact myself at 780-585-0136 ext. 248.

(Please note that only candidates who submit required documentation will be short listed for an interview will be contacted. ACFSS wishes to thank all candidates applying for the Position)