



- Facilitates Planning Circles where the family members meet with the service providers involved with the case (including social worker) in a manner that is respectful of, and empowering to, families and that allows the family to participate fully in decision-making.
- If required, reconvenes the initial Planning Circle meeting when the family has a plan to be presented to the child protection social worker and supervisor for approval, including assisting the family to regroup if the first plan is not acceptable, or if aspects of the plan need further discussion;
- Arranges a review Planning Circle to review or follow-up on the progress of plans agreed upon at initial Planning Circle. Provides a copy of the agreed upon plan to all participants;
- Arranges logistics for setting up the Planning Circles including venue, transportation, refreshments and childcare if needed;
- Maintains accurate reports and records and ensures that all documentation is completed as per policies;
- Promotes awareness and encourages use Planning Circles by communities/agencies serving families that have MCFD involvement;
- Performs other duties as required.

**Qualifications, Education and Experience:**

- BSW or MSW; BA Child and Youth Care; or equivalent combination of education and experience.
- Two years' experience in child welfare work in the last five years.
- Conflict resolution/facilitation training and /or experience

**Job Skills and Abilities:**

- good knowledge of Indigenous issues as they relate to child welfare and experience in with working with Indigenous children and families
- good communication, advocacy and diplomacy skills
- self-directed and motivated to complete research with minimal supervision
- job task planning and organizational skills
- excellent oral, written facilitation and interpersonal communication skills
- demonstrated teamwork, good time and general management skills
- ability to work effectively with program staff, volunteers, and non-profit or publicly funded groups, agencies and organizations
- Experience in facilitating groups and/or meetings

**Additional Information:**

This position requires the ability to function independently frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations. Program delivery activities may require a moderate level of physical fitness to effectively carry out duties of the position.

**OTHER REQUIREMENTS:**

Criminal Record Check; Class 5 Driver's License and Abstract; reliable form of transportation.

Rate of pay: JJEP Wage Grid 14P: \$30.68 to \$35.74 per hour

Start date: As soon as possible

Please clearly state the position you are applying for and forward your resume & cover letter to the attention of Kay Rampersad by email to: [HR@metisfamilyservices.ca](mailto:HR@metisfamilyservices.ca)

This position requires union membership.

Metis Family Services thanks all applicants for their interest in this career opportunity; however, only those considered for the position will be contacted. No telephone inquiries please.