



Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0
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Child & Family Services (CFS) Manager

Job Title:	CFS Manager	Job Category:	Fulltime Permanent
Department/Group:	Community Services	Department #:	700
Location:	Tofino, BC	Rate of pay:	\$80,000 annually
Reports To:	Director of Health	Position Type:	Salary

Reporting to the Health Director, the Family and Children Manager is responsible for developing and overseeing the delivery of the growing Children and Family Services provided to Tla-o-qui-aht First Nation. This includes delivery and development of innovative preventative programs and services that enrich the well-being, health and safety of Tla-o-qui-aht children and families, FN Representative services, that target additional supports for those at risk or involved with the CFS System. In this position you will continue to grow internal capacity in this area and be responsible for overseeing a community engagement process to determine the expansion of services in this area.

Position Summary

The FCS Manager will work with the Family Prevention Team, Child Welfare team, Youth Work and other programs to deliver a variety of preventative family programs and services in areas such as: self-esteem, positive parenting, trauma and resilience, anger management, violence prevention, suicide intervention, healthy relationships, cultural strengths and values, family planning and life skills. As part of a team, the Family Prevention Coordinator will lead and participate in strategic planning and implementing programs, services, and supports for the Tla-o-qui-aht communities and families based on the self identified needs.

The Family and Children Services Manager also oversees the Child Welfare staff and services (FN Rep Services) and the case management of children and families at risk or currently in the CFS system.

The goal of the program is to utilize a culturally relevant, prevention-first approach to reduce the number of Tla-o-qui-aht families in crisis and children entering care. It is essential that this position works co-operatively and collaboratively with the Community Service Manager, other Tla-o-qui-aht Department Managers and outside partners such as Usma, FNHA, MCFD, RCMP, NTC and WCRS. The role will be responsible preparing required reporting and providing leadership in identifying service gaps and developing working solutions. The Family

Prevention Coordinator may be required to participate in rotating on-call service and will carry an active family protection caseload.

The position provides a critical role in continued commitment to ensure Tla-o-qui-aht First Nation perspectives, knowledge, and approaches to wellness and family strengthening are honoured in our Tiic-Mis-Aq'kin Health Center and community settings.

Cultural commitment

Understanding of, and competency in, Indigenous cultural safety and humility, or willingness to learn.

Key Duties and Responsibilities:

- Responsible for supervision, leadership and administration of Family Care team, Tla-o-qui-aht Family Preventative services team, and their associated programs and services; including the Family Support House, Cultural Support Workers and Counsellors.
- Create annual budget, manage budget, identify new revenue sources and provide control and oversight over expenses. Complete or oversee completion of all reporting
- Build and maintain positive relationships with community members, leadership, staff, internal programs, and external agencies.
- Carry and active caseload of complex family prevention and child protection files and manage these with applicable partners (Family Care workers, clinical counsellors, cultural support workers, USMA).
- Advocate for community members to ensure their rights are protected and needs are met
- Review, approve and monitor all family/ client plans related to ensuring high risk families, children, and youth are kept safe
- Work with Family Care Workers to respond to all child abuse reports, ensuring children are safe and families rights are protected according to protocols and policies in place.
- Prepare programs for 24/7 crisis coverage and flexible weekend work.
- Be knowledgeable and prepared to perform frontline case work as required.
- Report actions and issues to the Health Director as required to ensure they are fully informed on key issues.
- Develop and maintain relationships with community Elders, families, leadership and knowledge keepers, seeking direction and guidance as often as possible.
- Support response to crisis situations developing working solutions based on child safety and the protocols and policies in place.
- Work proactively, collaboratively, innovatively, and cooperatively with internal programs and external agencies to meet needs of community members.
- Promote independence in individuals and families
- Plan and participate in community, department and program meetings.
- Support and collaborate with community-based groups, such as Men's Group, Women's Groups and Justice Committee, etc.

- Ensure community members involved with child protection are supported and, when possible, reunite families in a safe environment.
- Maintain file management, including regular documentation, assessments, referrals, and supervision/consultation notes on family and individual cases
- Ensure compliance with all Tla-o-qui-aht policies and procedures (Human Resources Policies, etc.) as well as external governing protocols, policies and legislation.
- Build capacity, ensuring regular professional development and growth for all FCS staff
- Accept cases from referral agencies and identify internal team to oversee case management.
- Ensure debrief and case reviews are completed within the department with Manager and support staff as needed.
- Policy review and development
- Strategic planning and fund development
- Maintain self-care and healthy lifestyle ensuring the best possible community service delivery

Qualifications/Requirements:

- Masters Degree in Social Work, Child and Youth Care, or other related discipline, or comparable combination of education, training, and work experience
- Other Certification, Licenses, Designations and/or Training
- Valid Class 5 BC Driver's License with clean Driver's Abstract.
- Own transportation.
- First Aid with CPR.
- Clear Criminal Records Check including Vulnerable sectors check.

Specific Job Skills

- Strong interpersonal and communication skills - oral and written.
- Ability to maintain positive, professional working relations with staff, community, and external agencies.
- Conflict resolution and moderation skills.
- Leadership and supervisory skills.
- High degree of trust and confidentiality.
- Crisis management.
- Detail oriented and accurately processing and prioritizing information.
- Exercise objectivity and transparency.
- An understanding of relevant legislation, policies, and procedures, including knowledge of Child, Family and Community Services Act, Adoption Act, Family Relations Act, Mental Health Act, Youth Criminal Justice Act, BC Benefits Act pertaining to youth services and related Usma/ MCFD policies and procedures
- Must demonstrate tact, discretion and sound judgment while dealing with sensitive issues.
- Knowledge of Tla-o-qui-aht Culture and traditions
- In-depth knowledge of professional ethics, principles, and practices

- In-depth knowledge of issues related to child development, child protection and providing effective programming
- Ability to orient, train and provide leadership and consultative support to staff
- Microsoft Word, Excel, Power Point, Email, Internet use.
- Acceptable Criminal Record Check with Vulnerable Sector search required
- Current valid Class 5 B.C. driver's license and drivers abstract
- Lifestyle consistent with the duties and responsibilities of the position

Applications will be accepted until July 30, 2025.

Submit your resume and cover letter demonstrating how you meet these qualifications to:

Lis Kingsley, Human Resources Manager

Email: jobs@tla-o-gui-aht.org

or drop at the office in a sealed envelope at #1119-A Pacific Rim Highway, Tofino.

Only applicants selected for an interview will be contacted.