



Pathways Home Assessment Program

Home Assessment Program File Supervisor - Casual

Pathways Home Assessment Program is actively recruiting dynamic, flexible, and skilled **Home Study FILE SUPERVISORS** to join our Pathways team. The File Supervisor is responsible for the direct supervision throughout the course of an assessment. Responsibilities include program support, report review, mentoring/teaching, timely report submissions and all other activities as required for the completion of a Structured Analysis Family Evaluation (SAFE) report.

Skills/Knowledge required:

- Superior organizational and time management skills
- Written and oral English proficiency with strong communication skills
- Accurate reporting and strong editing skills
- Possess characteristics of maturity, self-motivation, and leadership
- Possesses strong critical thinking, assessment, and interview skills
- Ability to effectively utilize digital documentation and execute common software applications
- Display good professional judgment, diplomacy, and the highest standard of professional ethics when dealing with stakeholders and other professionals
- Experience with Child Intervention or familiarity and understanding regarding the complex issues faced by kinship, foster care, adoption, and private guardianship applicants
- Adheres to a strengths-based practice and will work collaboratively with others
- Knowledge in the areas of child development, indigenous communities, trauma informed practice, and grief and loss

Duties:

- File Supervision and Mitigation
- Training & Intake
- Program Support, Policy and Administration
- Report Writing (if required)
- Other duties as required

Qualifications/Eligibility:

- Degree in Social Work preferred with three (3) years direct experience in a Human Service field
- Minimum of two (2) years direct supervisory experience
- SAFE trained with 30 completed reports as a Home Study Practitioner
- Extensive interview experience for the purpose of evaluation/assessment
- Professional insurance with a \$2,000,000 liability including Errors and Omissions
- WCB coverage (if applicable)

Required to have access to a vehicle and able to travel within 200 km of region. Current Intervention Record Check and Security Clearance (w/ Vulnerable Sector) required.

Applicants are sincerely thanked in advance for their interest. Contract rates to be discussed during interview. Only those selected for an interview will be contacted and references requested. Competition closes when suitable candidate is found. Email resumes to hap@pfshsp.com.

Pathways Family Services provides equal employment/contract opportunities to all applicants without regard to race, color, language, socioeconomic status, spiritual belief, gender, sexual orientation, national origin, age, disability, or genetics. This includes recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.