

APPLICATION FORM – Child & Family Services Central Manitoba Inc. - Executive Director

Instructions: Please print or complete the application form as a PDF. Application can be emailed to christine.bergen@gov.mb.ca once complete.

Part 1 – Applicant Information					
Legal First Name:		Last Name:			
Preferred Name:					
Email:		Phone Number:			
		(i.e. 204-123-4567)			
Mailing Address Line 1: (i.e. Street Name)				Suite No./P.O. Box	
Mailing Address Line 2:				Postal Code:	
				(i.e. A1A 1A1)	
City:		Province:		Country:	
		(i.e. MB for Manitoba)		(i.e. CA for Canada)	
Part 2 – Required Declaration					
<p>By checking “yes” in the adjacent box, I certify that the information provided on this application is accurate and complete to the best of my knowledge as of the date indicated below.</p> <p>I understand that falsified or misleading statements and omissions will result in rejection of this application and, if employed, may be cause for termination.</p>					<input type="checkbox"/> YES
Applicant Name			Applicant Signature		Date
<p>Please submit this application form along with a resume and cover letter, as outlined in the job advertisement.</p> <p>We thank all who apply and advise that only those selected for further consideration will be contacted.</p>					

Part 3 – Conditions of Employment (Completion of this section is mandatory)	
Please check to confirm whether you meet the following Conditions of Employment:	
Must be legally entitled to work in Canada (<i>must be able verify status prior to appointment</i>)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Must be able to work occasional extra hours on evenings and weekends	<input type="checkbox"/> YES <input type="checkbox"/> NO
Must be able to travel to different communities in the Central Region	<input type="checkbox"/> YES <input type="checkbox"/> NO
Overnight travel may be required several times a year	<input type="checkbox"/> YES <input type="checkbox"/> NO
Must possess and maintain a valid Driver's License	<input type="checkbox"/> YES <input type="checkbox"/> NO
Part 4 – Screening	
<p>For each of the screening criteria for this position, briefly describe how you meet the criteria, using examples from your experience. Experience can include work, volunteer and/or educational experience. Additional criteria will be reviewed at a later stage for candidates selected for further assessment.</p>	
Screening Criterion	<p>Briefly describe how you meet each screening criterion, using specific examples as appropriate.</p> <p><u>Please do not exceed a maximum of 200 words per screening criterion.</u></p>
1. A post-secondary degree in social work or related discipline – eligible for registration in Manitoba, is required.	
2. A minimum of 2-3 years senior leadership experience, preferably in a multi-service, geographically disbursed organization.	

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3. Proven leadership skills with a commitment to create, support and sustain a diverse environment that enables staff to achieve results and to develop and build organizational capacity for the future.	
4. Strong verbal and written communication skills with experience managing complex, high-level internal and external stakeholder relationships.	
5. Experience and skills to deal with ambiguity, leverage opportunities for innovation, find creative solutions to issues, and successfully manage change.	
6. Excellent political acumen demonstrated through experience providing strategic advice to board and senior leaders on complex topics and sensitive issues.	
7. Senior management experience with responsibility for human and financial resources.	
8. Experience translating strategic priorities into clear operational plans and delivering results.	
9. Demonstrated resilience and the ability to respond to challenge in a professional, inclusive and constructive manner.	
10. Experience providing leadership and direction in the implementation of legislation, policies and programs with financial oversight.	
11. Experience building relationships with diverse communities and Indigenous people including implementing the principles of reconciliation.	

The information collected on this application form is CONFIDENTIAL. It is collected for the purpose of the hiring process only. It will not be shared outside of the CFS Board of Directors and their advisors who are responsible for the hiring. It will be destroyed after the hiring process is complete, OR stored in the Personnel file of the successful candidate.