

**Competition #87678**

**Office of the Representative for Children and Youth  
Manager, Reviews and Investigations**

**Band 3**

**Permanent, full-time**

**Location: Multiple Locations, BC**

**Salary: The salary range for this Band 3 is \$77,700.20 - \$110,00.05. The starting salary for this position is \$80,800.00 subject to the considerations of the MCCF Compensation Guide and RCY's salary administration policy**

**In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and cultural competencies, this competition is restricted to Indigenous applicants. To assist us with screening, please ensure your application clearly indicates that you self-identify as an Indigenous person.**

The Representative for Children and Youth, an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving system. The Representative's Office provides advocacy support to people dealing with the child and youth service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services to children and youth and reviews and investigates selected deaths and critical injuries of children and youth who are receiving services.

Reporting to the Executive Director, the Manager, Reviews and Investigations helps to lead and guide the work of the Reviews and Investigations (R&I) team, including reviewing reportable circumstances (critical injuries and deaths) among B.C. children and youth who receive reviewable government services, overseeing the development of comprehensive reviews, leading investigations, and leading the preparation of public reports, including the development of recommendations.

The manager brings a strong frontline lens to the team, ensures the appropriate application of policies and procedures, and provides thought leadership to ensure the teams' work is trauma informed and culturally safer. The manager supervises several staff and is responsible for hiring, on-boarding and training, performance management, leave, and expense approvals. The manager is experienced in using coaching approaches to mentor staff and support their wellbeing and development. The manager collaborates closely across the RCY as a member of the leadership team and supports the Executive Director and other RCY Executive with expertise in investigation and review methodologies, and knowledge of the child welfare, mental health and substance use systems. The manager also identifies and recommends quality improvement strategies.

Please note:

- This position is excluded from union membership
- An eligibility list may be established to fill similar future temporary or permanent vacancies.

- The Manager must be willing to travel to meet the operational needs of the Office. This may include overnight stays and travel to rural and remote areas. In keeping with RCY's support to balancing work, family and other commitments, travel will be planned in advance whenever possible. Due to the current extraordinary circumstances related to COVID-19, travel may be limited or suspended depending on the requirements and guidance of the Provincial Health Officer.
- Most RCY positions, including the Manager, Reviews and Investigations, are decentralized and staff are attached to hub locations for administrative purposes such as for travel status. Victoria and Prince George have physical RCY office locations.
- Please note that this position is eligible for full-time remote work.
- RCY is committed to supporting the health and safety of our staff and those we come into physical contact within the community in the course of our work, who include those most vulnerable to the COVID-19 virus. RCY has introduced a requirement for proof of vaccination against COVID-19. Everyone hired by RCY must agree to fulfil all vaccination requirements that apply to RCY employees. Accommodation will be considered for those who are unable to take the vaccine for a reason protected by the Human Rights Code.
- The successful applicant requires a police record check and is subject to a criminal record review.

#### TO APPLY:

1. Review the [job profile](#)
2. Submit a cover letter and resume detailing your relevant work experience and how you meet the stated qualifications
3. Include the position title and competition number on the cover letter and in the email subject line
4. Applications must be submitted by email to [jobs@rcybc.ca](mailto:jobs@rcybc.ca).

Only those applicants who pass the initial screening based on the **education and experience qualifications specified in the job profile** will be considered for the next step in the selection process. Your resume and cover letter must therefore clearly specify how your education and experience meet the required job qualifications. Please be as clear and specific as possible. Ensure your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities. **If you do not clearly identify how you meet the education and experience requirements for the position, your application will not be considered.** Please note that the content and/or format of your cover letter and resume may be evaluated as part of the assessment process.

**Only those applications submitted to the Office of the Representative for Children and Youth directly by email will be considered. DO NOT apply for this position by submitting your profile on the B.C. Government Hiring Centre website.**

Please note that incomplete applications or late applications will not be evaluated or acknowledged.

**Your application must be received by 11:00 p.m., PDT on Monday, June 6, 2022.**

***By submitting your application, you certify that all information submitted is true, complete and correct. Any information provided in your application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate you from further consideration for employment or may result in dismissal.***

**Contact:**

**Crystal Lynam, Human Resources Advisor**

**236-478-2796**

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