

Employment Opportunity



SOUTHEAST CHILD AND FAMILY SERVICES

Competition No.:	2022-55R
Position:	Community Intake Worker
Classification:	DSW Salary Scale \$55,769.79 - \$77,343.99
	Full-Time (Non-Union)
	Preference will be given to internal candidates
Location:	Poplar River
Date Posted:	Immediately
Closing Date:	Open until filled
How to Apply:	Email hr@secfs.ca Fax: 204-594-0499

Under the mandate of the Child and Family Services Act, the Intake Worker is authorized to investigate and respond to allegations when children are at risk and need of protection. The Intake Worker will receive and process all Southeast Child & Family Services child welfare referrals including allegations of child maltreatment and determine the eligibility, appropriateness, and disposition of such referrals.

Duties & Responsibilities:

- Receive incoming referrals for allegations of a child in need of protection from community members, collateral agencies, professionals, and anonymous callers.
- Process incoming referrals and determine the eligibility and disposition of such referrals in consultation with the Supervisor and when appropriate, develop investigation plans.
- Inform families about agency and community support services that may benefit them in achieving their goals and assist them with the referral process, including links to community services.
- Conduct child protection investigations in compliance with agency policy, and the Manitoba Child and Family Services Act, including assessment of immediate safety needs of the children, developing safety plans, risk assessment, interviewing collaterals and determine the validity of and verification of the child protection allegation.
- Determine when children require admission to the Agency's care to ensure their immediate safety and assist in completing placement forms.
- Incorporate safe strategies into case work to ensure least intrusive measures for families.
- Work collaboratively with all the CFS units, Chief and Council, service collaterals, e.g., schools, foster parents, medical professionals, and RCMP on the child needs and issues during the investigative process.
- Prepares court affidavits and consults with agency legal counsel, when necessary, prepares and presents evidence, attends court and / or appears as a witness in agency protection applications.
- Respond in matters requiring advocacy, support, and counseling services to assist and intervene with families in crisis situations when children require immediate attention.
- Completes all case documentation within specific timeframes according to agency policies, Provincial Standards and the Manitoba Child and Family Services Act, and enters data into CFSIS database system.
- Attends and participate in scheduled case conferences to ensure case management standards are met and appropriate decisions are made.

Qualifications:

- SW or BA and two years related experience, or a combination of education and five years related experience
- Work experience in frontline CFS and an understand of the First Nation child welfare system.
- Proven knowledge of theories of human behavior and family systems and proven ability to apply social work theories in assessments, planning, action, measure and monitor to ensure competence of services provided.

We offer exceptional life insurance; pension; health/vision/dental; and, annual leave benefits

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- Working knowledge of the CFSIS data base and Intake Module systems used in child welfare.
- Demonstrated ability to prepare comprehensive narrative reports regarding intake files.
- Ability to establish and maintain purposeful relationships with clients, the community and Chief and Council members.
- Must be able to work as part of a team with co-workers, colleagues, management, and other relevant organizations.
- Understanding of the cultural organization of a First Nation Agency including the service delivery model, policies, procedures, and guidelines.
- Excellent planning and organization, problem-solving, decision-making, and interpersonal skills.
- Ability to maintain confidentiality.
- Access to a vehicle and possession of a valid Manitoba driver's license as travel will be required.
- Must have a current satisfactory employment record.
- Fully immunized against COVID-19 as of October 31, 2021

Please forward your résumé, cover letter, and three (3) references to hr@secfs.ca

Preference will be given to Southeast members and Indigenous (First Nations, Métis, or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.

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