



WE ARE HIRING!

2022-60 Community Intake Worker Little Grand Rapids

Duties & Responsibilities:

- Identify and investigate complaints of neglect, abuse, or where children are at risk and in need of protection
- Deliver child and family services in accordance with Provincial and Community standards
- If the child remains at home, coordinate the delivery of services to meet identified needs through case management, referral to Community resources, advocacy, and provision of supportive or rehabilitative
- If needed, manage a caseload ensuring all cases are managed in accordance with the CFS Act; attend to the specific needs of each case as required
- Assess all incoming child welfare intakes within the Community; In consultation with Supervisor(s), responds immediately to allegations of abuse/severe neglect, where children are at risk
- Participating in Agency events and training as required in addition to working flexible hours as required
- Willing and able to travel to designated First Nations communities and rural areas as required

Qualifications:

- Bachelor of Social Work (an equivalent combination of education and experience may be considered)
- A minimum of two (2) years' experience in front-line case management with children in care and families
- Experience conducting investigations including gathering and analyzing information to implement appropriate action(s)
- Excellent verbal and written communication skills (exceptional documentation and report-writing)
- A valid driver's license; a reliable vehicle; and proficiency with Microsoft Office, CFSIS, and IM
- Satisfactory Criminal Record, Prior Contact; and Child Abuse Registry Checks
- Fully immunized against COVID-19 as of October 31, 2021

Benefits

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

To Apply:

Please send your résumé, cover letter to hr@secfs.ca
or drop off a résumé and cover letter to your local Southeast Child & Family Service Office

Email subject: 2022-60 Community Intake Worker

Qualified Candidate's Salary: \$55,769.79 - \$77,343.99

For questions or assistance please call: **Susan Guimond @ (204) 594-0494 ext. 63008**

Closing Date: September 15, 2022

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.