

## Employment Opportunity

Southeast Child and Family Services



Competition No.:	2022- 70
Position:	<b>Community Intake Worker</b>
Classification:	<b>DSW Salary Scale \$55,769.79 - \$77,343.99</b>
Conditions:	<ul style="list-style-type: none"><li>• Permanent Full-time</li><li>• An Eligibility List may be established for future openings</li><li>• Preference will be given to internal candidates</li></ul>
Department:	Bloodvein
Location:	Bloodvein First Nation, MB
Closing Date:	Open until filled

### ***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 (specifically in regard to 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

Please forward your résumé, cover letter, and three (3) references to [hr@secfs.ca](mailto: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.**

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

Berens River - Black River - Bloodvein - Brokenhead - Hollow Water - Little Grand Rapids - Pauingassi - Poplar River

Job Postings can be viewed at: [www.secfs.ca/careers](http://www.secfs.ca/careers)