



Competition No.: **2023-102**
Position: **Community Intake Worker**
Classification: **DSW Salary Scale: \$58,603.12- \$81,273.37**

- Full-time permanent position
- An eligibility list may be established for future openings
- Preference will be given to internal candidates

Conditions:
Department: **Poplar River Community Based Team**
Location: **Poplar River First Nation**
Closing Date: **October 17, 2023**
Apply by: **Email: hr@secfs.ca Fax: 204-594-0499**
Applications can also be dropped off at the Local CFS Office

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 referral to prevention services
- Manage an Intake caseload ensuring all cases are documented in accordance with the CFS standards
- Attend to the specific needs of each case as required while the case is open during Intake
- 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
- Complete and follow-up all Intakes transferred to the community from outside jurisdictions
- Willing to work flexible hours and shift configurations
- 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 one (1) year 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)
- Demonstrated working knowledge of and familiarity with:
 - Indigenous culture, history, colonization, and the rural environment
 - *The Child and Family Services Act; An Act respecting First Nations, Inuit and Metis Children, youth and Families, The Adoption Act;* and Indigenous child welfare practices
 - Crisis intervention; child protection investigations; and high-risk assessments for timely responses
 - Addictions; family violence; child abuse/neglect; grief and loss issues; and community resources
- Excellent communication skills; attention to documentation and case/file management skills
- Working knowledge Microsoft Office, CFSIS, and IM
- Valid drivers' licence and reliable vehicle
- Satisfactory Criminal Record, Prior Contact; and Child Abuse Registry Checks

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

We offer competitive wages and an exceptional benefits package.

Berens River First Nation - Black River First Nation – Bloodvein First Nation – Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation