



Competition No.: **2024-004**  
Position: **Intake Worker**  
Classification: **DSW Salary Scale: \$58,603.12- \$81,273.37**  
Conditions: 

- Full-time position

  
Department: **Post Majority Unit**  
Location: **Winnipeg, MB**  
Closing Date: **February 16, 2024**  
Apply by: **Email: [hr@secfs.ca](mailto:hr@secfs.ca) Fax: 204-594-0499**

## RESPONSIBILITIES:

- Receive and review all new referrals to the post majority unit to ensure young adults have a smooth transition to our services
- Assist other units with the referral process including eligibility confirmation and required collateral for complete referral package
- Request additional information from previous workers and collaterals as required for new referrals
- Confirm eligibility for young adults who have aged out of Agency care and inform of services available
- Reach out to young adults who are eligible and assist with connecting them to our services
- Conduct presentations to other Agency units explaining referral process and services available, including all on and off reserve teams
- Track and document all received information pertaining to new referrals received and inquiries for services
- 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)
- 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