



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

- Full Time Permanent (Non-Unionized)

Department: **Post Majority Unit**
Location: **470 Notre Dame Ave (Winnipeg)**
Closing Date: **Open Until Filled**
Apply by: **Email: 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 of Microsoft Office (i.e., Word, Excel, and Outlook), 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 within 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