



Competition No.: **2024-048R**  
Position: **Direct Service Worker (2 Positions)**  
Salary: **DSW Pay Scale: \$59,775.18 - \$82,898.84**  
Conditions: 

- Permanent Full Time (Non-Unionized)

  
Department: **Intake and Assessment Unit**  
Location: **1410 Mountain Avenue (Winnipeg)**  
Closing Date: **Open Until Filled**  
How to apply: **Email: [hr@secfs.ca](mailto:hr@secfs.ca) Fax: 204-594-0499**

## RESPONSIBILITIES:

- Assess all new intake files transferred to SECFS and determine the appropriate services under the Manitoba Child and Family Services Act, the child welfare Standards and Regulations, and *An Act respecting First Nation, Inuit, and Metis Children, Youth, and Families*.
- Conduct thorough assessments on all new files to include completing all risk assessments, appropriate SDM tools, global and/or forensic interviews, and any needed investigation including referrals to appropriate agencies (Chief and Council representatives, police services, ANCR Abuse Unit, SECFS Abuse Unit).
- To act as a screening function for new files within the Agency.
- Provide brief services to lower risk files to have them safely closed within a 3-month period.
- Provide intensive services to high-risk files until the cases have stabilized and strong case plans are developed.
- Acceptance and transferring of files which require ongoing services to the appropriate SECFS unit which include appropriate assessment, case planning and direction to the receiving unit.
- Complete all required written documentation within the Intake Module and attach to the child welfare database.

## High-Risk Assessment Procedures:

- Receive referrals from community/city units to conduct assessments and case planning for high-risk, high-profile files.
- Conduct complex and high-risk assessments on open protection files.
- Provide immediate crisis intervention and conduct investigations for protection files.
- Create appropriate case plans for children where child safety measures are required.
- Complete cases plan and other reports necessary for continuing service.
- Enhance family connections through extended family finding assessments.
- Refer and provide information to professional and community resources.
- To support individual Intake Workers in community-based teams.
- Complete all required written documentation within the Intake Module and attach to the child welfare database.
- 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.
- 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.

## QUALIFICATIONS:

- Bachelor of Social Work (an equivalent combination of education and experience may be considered).
- A minimum of three (3) 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).
- Demonstrated working knowledge of and familiarity with:

- Indigenous culture and an understanding of the rural cultural environment.
- *The Child and Family Services Act; The Adoption Act; An Act respecting First Nations, Inuit and Métis children, youth, and families*; Indigenous child welfare practices; First Nations history; and colonization.
- Crisis intervention; child protection investigations; assessment of high-risk situations to determine appropriate response times.
- Substance abuse; family violence; child abuse/neglect; grief and loss issues; and community resources.
- Excellent verbal and written communication skills (specific to documentation and report writing).
- Working knowledge of Microsoft Office (i.e., Word, Excel, and Outlook), CFSIS, and IM.
- Valid driver's license; a reliable vehicle.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact 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.***