



Competition No.:

**2025-052R**

Position:

**Direct Service Worker**

Classification:

**DSW Pay Scale: \$62,519.94 - \$88,810.47**

Conditions:

- Full Time Term (Unionized)
- Preference will be given to internal candidates
- An eligibility list may be established for future openings

Department:

**Intake and Assessment Unit**

Location:

**1410 Mountain Avenue (Winnipeg)**

Closing Date:

**Open Until Filled**

How to apply:

**Email: [apply@secfs.ca](mailto:apply@secfs.ca) Fax: 204-594-0499**

Reporting to the Unit Supervisor, the Intake & Assessment Direct Service Worker screens and assesses all new intake files, conducting assessments, and providing brief or intensive services as needed. This role ensures compliance with all Child and Family Services acts, regulations, and standards, while supporting families and prioritizing the safety and well-being of children in alignment with Southeast cultural and community values.

## 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 (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 competitive wages and an exceptional benefits package.***