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| Competition No.: | <b>2025-073</b>  |
| Position:        | <b>Community Intake Worker</b>   |
| Classification:  | <b>DSW Pay Scale: \$62,519.94 - \$88,810.47</b>  |
| Conditions:      | • Full Time Permanent (Non-Unionized)  |
| Department:      | <b>Black River Community Based Team</b>  |
| Location:        | <b>Black River First Nation, MB</b>  |
| Closing Date:    | <b>October 17, 2025</b>  |
| How to apply:    | Email: <a href="mailto:apply@secfs.ca">apply@secfs.ca</a> Fax: 204-594-0499<br><i>Applications can also be dropped off at the Local CFS Office</i> |

***Vision - Mino Pimatiziwin***

*Living a good life for our children, families and communities now and for our future*

***Mission-*** Southeast Child and Family Services supports the children, families, and communities with providing respectful, caring, and supportive preventative and protection services to promote the well-being and safety of the children, families, and communities.

**Position Overview:** Reporting to the Unit Supervisor, the Community Intake 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:**

- 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 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).
- Proficiency with 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 Check.

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements, with a particular **encouragement for Black River First Nation community members to apply.**

**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.***