



Competition No.	2019-6
Position:	Community Intake Worker
Classification:	Qualified candidates salary range: <b>SP2 - SP4, \$44,560.53 – \$74,340.63</b>
Conditions:	<b>Full-time, Permanent</b> (subject to funding approval)
Department:	<b>Pauingassi Community</b>
Location:	Pauingassi First Nations Community
Date Posted:	<b>March 15, 2019</b>
Closing Date:	<b>April 30, 2019</b> or until the position is filled

**Southeast Child & Family Services (SECFS)** provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

### Position Summary:

The Intake Worker acts as the first point of contact for the Agency. The Worker will provide intake, assessment and referral services as well as file management.

### Qualifications:

- Minimum of two (2) years of experience in child welfare;
- Grade 12 Diploma;
- Strong verbal and written communication skills;
- Strong computer skills;
- Experience with a database system or intake module would be considered a strong asset;
- Ability to speak Ojibway would be an asset;
- Valid driver's license;
- Satisfactory Criminal Records Check, Prior Contact, Child Abuse, Adult Abuse Registry checks is a requirement of all SECFS employment positions.

**Southeast Child and Family Services offer exceptional health/vision/dental benefits, annual vacation, life insurance and pension.**

### HOW TO APPLY:

**Email: [tamara.cardinal@secfs.org](mailto:tamara.cardinal@secfs.org) Fax: (204) 947 – 0009**

*or contact the community supervisor.*

**Preference will be given to:** Southeast community members, Aboriginal candidates (First Nations, Inuit or Metis) and qualified internal candidates meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.