



<b>Competition No.:</b>	<b>2019-43</b>
<b>Position:</b>	<b>Community Intake Worker</b>
<b>Classification:</b>	<b>SP4 – <i>Qualified candidates salary range: \$53,604.18 – \$74,340.63</i></b>
<b>Conditions:</b>	<b>Full-time, Permanent</b>
<b>Department:</b>	<b>Poplar River Community Unit</b>
<b>Location:</b>	<b>Poplar River First Nation</b>
<b>Date Posted:</b>	<b>May 22, 2019</b>
<b>Closing Date:</b>	<b>4:00 p.m. on June 30, 2019 or until the position is filled</b>
<b>How to apply:</b>	<b>Email: <a href="mailto:HR@secfs.org">HR@secfs.org</a> Fax: (204) 594-0499</b>

**REPORTING:** The incumbent will report to the Community Supervisor.

**Duties and Responsibilities:**

- Deliver child and family services in accordance with Provincial and community standards.
- Manage a caseload ensuring all cases are managed in accordance with the CFS Act; attend to the specific needs of each case as required.
- Assess all incoming child welfare Intakes within the Community.
- Provide the community culturally appropriate resources and referrals. In consultation with Supervisor(s), responds immediately to allegations of abuse/severe neglect, where children are at risk.
- Some flexibility with hours may be required.

**Qualifications:**

- Bachelor of Social Work or a post-secondary degree in the Social Sciences preferred;  
Other acceptable combinations of related education and work experience may be considered;
- Minimum of two (2) years of Child Welfare experience in front line case management dealing with children and families;
- Experience conducting investigations including gathering and analyzing information to implement appropriate action;
- Knowledge of *The Child and Family Services Act, The Authorities Act and The Adoption Act*;
- Thorough knowledge of the governing and delivery of child protection programming in Manitoba;
- Demonstrated awareness of aboriginal child welfare practices; and a working knowledge of First Nations history, colonization;
- Demonstrated skills in areas of: crisis intervention, child protection investigations and the ability to assess high risk situations to determine appropriate response times as per standards.
- Knowledge of substance abuse, family violence, child abuse/neglect and community resources;
- Exceptional interpersonal skills with the ability to work within a team environment and independently;
- Ability to organize, prioritize and work effectively to meet tight deadlines;
- Ability to deal with grief and loss issues;
- Ability to de-escalate conflict and provide resolution;
- Excellent verbal communication skills;
- Strong written communication skills and ability to pay attention to detail when preparing documents and comprehensive reports;
- Proficient with computer programs such as Microsoft Word;
- A valid driver's license is required;
- Candidate must also be willing to travel to and work within the designated First Nation Community for the position.

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

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

Forward your resume (with 3 references) and cover letter stating clearly how you meet the qualifications stated in this job posting. Please cite the competition number and position in the subject line when submitting by email or fax.

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.