

Animikii Ozoson Child and Family Services, Inc.
An agency under the Southern First Nations Network of Care (Southern Authority)

Ontario Intake/Intake
1 Year Term (with potential for permanent)
EMPLOYMENT OPPORTUNITY Competition# 2018-113

Reporting directly to the Family Enhancement Supervisor, the Ontario Intake/Intake Worker is responsible for receiving intakes for both Ontario and Agency Intake regarding children and families.

Duties and Responsibilities

- Provides intake services to families that have an ongoing open file with an Ontario agency, and are permanently residing and/or temporarily in Winnipeg;
- Provides short-term services and prepares transfer and/or intake information to ongoing agency unit, other Manitoba agency or other Ontario agency.
- Ability to use the Protocol Agreement between Ontario agencies and AOCFS to determine if AOCFS or ANCR responds to concerns from source of referral at intake;
- Provide consultation regarding investigation and case management assigned investigator, assigned staff and supervisor;
- Work with All Nations Coordinated Response Network, Hospitals, Ontario Child Welfare agencies and coordinate brief and/or ongoing services for children and families;
- Develop and maintain a collaborative working relationship with Ontario Family Services;
- Receive and respond to intake calls/drop ins on all cases open to AOCFS
- Provides documentation to ongoing case manager and supervisor ensuring that interventions are documented in CFSIS and printed for file.
- Assess and triage intake calls
- Assists case managers with CFSIS compliance
- Other duties as required

Qualifications

- BSW with a minimum of 2 years working in a mandated child and family services agency;
- Able to Register, or in current good standing, with the Manitoba College of Social Workers;
- Able to travel to Ontario including remote First Nations community;
- Demonstrated experience with CFIS and Intake Module
- Ability to liaise with various collateral organizations and groups;
- Proficiency in Microsoft Word, Excel, Access and Outlook;

All hiring is subject to a satisfactory Criminal Records Check and Child Abuse Registry Check

The ability to speak Ojibwa is considered a definite asset. Preference will be given to Indigenous people and applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all who apply, however, only those selected for an interview will be contacted. Only applicants that submit a resume and cover letter will be considered. **Please also reference the competition number # 2018-113.**

Applications will be accepted until 4 pm November 8, 2018

Please submit cover letter and resume with references (including email addresses)

to: recruitment@animikii.org