



**Competition No.:** 2018 – 0233  
**Position:** Intake/Intervention Worker  
**Classification:** Starting at \$16.00/hour  
**Conditions:** Full-time, Term (8 month contract)  
**Department:** Black River, Community  
**Location:** Black River First Nation Community  
**Date Posted:** July 23, 2018  
**Closing Date:** Until position is filled  
**How to apply:** Email: [tamara.cardinal@secfs.org](mailto:tamara.cardinal@secfs.org) Fax: (204) 947 – 0009

Internal Posting	<input checked="" type="checkbox"/>
External Posting	<input checked="" type="checkbox"/>
Permanent	<input type="checkbox"/>
Term	<input checked="" type="checkbox"/>

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.

**REPORTING:** Directly reports to the community supervisor.

**DUTIES AND RESPONSIBILITIES:**

- Assessment and prevention services to the children and families of the designation First Nations community;
- Knowledge of Child and Family Services Information System (CFSIS) and Intake Module (IM);
- Able to handle and intervene in crisis situations in an appropriate manner;
- Able to establish and maintain partnerships with community resources for the clients and team;
- Willing to participate in agency events and training as required;
- Able to problem solve and be creative with addressing matters that arise;
- Some flexibility with hours may be required.

**QUALIFICATIONS:**

Conditions of Employment

- 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;
- Satisfactory Criminal Records Check, Child Abuse, Adult Abuse Registry checks is a requirement of all SECFS employment positions

Essential Criteria

- Post-secondary degree in the Social Sciences preferred; Other acceptable combinations of related education/work may be considered;
- Prior 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 Adoption Act; 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;
- Strong 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; CFSIS, IM and SDM.

**How to apply:**

Forward your resume 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.

**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.

Resumes can be delivered in person to: **Sharon Klyne** at the Black River CFS Office

Email or fax resumes to: [tamara\\_cardinal@secfs.org](mailto:tamara_cardinal@secfs.org) Fax: (204) 947-0011