



INTERNAL/EXTERNAL POSTING

Invites applications for a
INTAKE WORKER - DIA
FULL TIME PERMANENT POSITION

Classification: SP3/SP4, \$25.75 – \$33.17 / \$28.41 – \$39.40 per hour
Hours of Work: 7.25 hours per day or 36.25 hours per week (FTE 1.0)
Competition Number: 20190062-DIA-P
Location: Parkland, Manitoba

Under the mandate of the Child and Family Services Act, the Intake Worker is authorized to investigate and respond to allegations when children are in need of protection. The Intake Worker will receive and process all Michif Child and Family Services child welfare referrals including allegations of child maltreatment and determine the eligibility, appropriateness and disposition of such referrals.

Key Responsibilities and Activities:

- Receive incoming referrals for allegations of a child in need of protection from community members, collateral agencies, professionals and anonymous callers.
- Process incoming referrals and determine the eligibility and disposition of such referrals in consultation with the Intake/After Hours Supervisor and when appropriate, develop investigation plans.
- Inform families about agency and community support services that may benefit them in achieving their goals and assist them with the referral process, including a community link service.
- Conduct child protection investigations in compliance with agency policy, and the Manitoba Child and Family Services Act, including assessment of immediate safety needs of the children, developing safety plans, risk assessment, interviewing collaterals and making a decision on verification of the child protection allegation.
- Determine when children require admission to the Agency's care to ensure their immediate safety and assist in completing placement forms.
- Incorporate Signs of Safety strategies into case work, primarily the mapping process.
- Work collaboratively with all child welfare agencies and service collaterals, e.g. schools, foster parents, medical professionals and police on child needs and issues during the investigative process.
- Prepares court affidavits and consults with agency legal counsel when necessary (pre-court), prepares and presents evidence, attends court and / or appears as a witness in agency protection applications.
- Respond in matters requiring advocacy, support and counseling services in order to assist and intervene with families in crisis situations when children require immediate attention.
- To participate constructively as a team member in staff meetings, and training sessions required by the Intake and After Hours Supervisor.
- To complete all case documentation within specific timeframes according to agency policies, Provincial Standards and the Manitoba Child and Family Services Act, and enter required data into agency database.
- To attend and participate in scheduled case conferences to ensure case management standards are met and appropriate decisions are made.
- To keep informed of provincial legislation, agency policies, procedures and protocols.
- Provide afterhours coverage related to designated intake agency services where required and respond to emergency calls
- To perform other duties as assigned by the Intake Supervisor.

Key Qualifications:

- BSW or BA and two years related experience, or a combination of education and five years related experience
- Knowledge and/or appreciation for Metis culture
- Working experience in child welfare frontline or case management systems and procedures.
- Proven knowledge of theories of human behavior and family systems and proven ability to apply social work theories in assessments, planning, action, measure and monitor to ensure competence of services provided.
- Demonstrated ability to prepare comprehensive narrative reports regarding intake files.
- Ability to establish and maintain purposeful relationships within the Intake and After Hours Service Team, clients, colleagues, other relevant organizations and management.
- Working knowledge of the administrative structure and operations of the Agency including the service delivery model, policies, procedures and guidelines.
- Excellent planning and organization, problem-solving, decision-making and interpersonal skills.
- Ability to maintain confidentiality.
- Access to a vehicle and possession of a valid Manitoba driver's license as travel will be required.

Please visit <https://michif.bamboohr.com/jobs/view.php?id=15> to apply.

Applications will be accepted until position is filled.

We thank all who apply, however, only those selected for an interview will be contacted.

Applicants are encouraged to self-declare in the cover letter.

Preference will be given to Métis and/or Inuit applicants.