

DEVELOPMENTAL SUPPORT SERVICES INTAKE COORDINATOR **(temporary full-time position)**

GENERAL DESCRIPTION

The Developmental Support Services Intake Coordinator position is a temporary, full-time, contract position contingent on approved annual funding. The Developmental Support Services Intake Coordinator will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-win Family Services (WFS).

The Intake Coordinator will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues within Indigenous family services.

The Intake Coordinator will act as a single point of access for inquiries, intake, coordination and navigation of services for children with complex behavioral needs within a trauma informed, culturally safe and rehabilitative framework.

RESPONSIBILITY

The Intake Coordinator reports to the Behavioral Intervention Services Manager.

QUALIFICATIONS

- 1. Bachelor of Arts or Diploma in early childhood development with 1-year experience working with children in a developmental capacity.*
- 2. Knowledge of and experience in traditional healing practices, and experience in working with Elders and Healers.*
- 3. A minimum of 3 years' experience in the delivery of children's health, education or mental health services.*
- 4. Excellent verbal and written communication skills.*
- 5. Work experience in the area of service coordination.*
- 6. Ability to speak the Ojibway language is an asset.*
- 7. Specialized training in trauma informed practices and culturally safe practices for early intervention and developmental services.*
- 8. Demonstrated ability to prepare comprehensive narrative and statistical reports.*
- 9. Working knowledge of Duty to Report as per the Child and Family Services Act.*
- 10. Knowledge of legislation around access and release of personal health information, confidentiality, and storage/safekeeping of client records.*
- 11. Must possess a valid Driver's license; and be able to submit a driver's abstract.*

SALARY

\$54, 288.00 - \$70, 833.53



DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

THREE STEP HIRING PROCESS

Step 1 (Internal)- An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

Step 2 (Members of 8 First Nation Partners)- Please indicate on cover letter which community you are a member of.

Step 3- Open to the public

Application must include:

- ✓ **Cover Letter** – sign and dated
- ✓ **Resume**
- ✓ **Three references** (one must be employment related) along **with written permission** to contact references.
- ✓ Indicate if you are a member of one of our eight affiliated First Nation partner communities.

• Applications submitted without all above required documentation will not be considered

- Only those selected for an interview will be contacted
- Complete job descriptions available upon request

Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

careers@weechi.ca

DEADLINE TO SUBMIT APPLICATION

Step 1 (Internal) and **Step 2 (First Nation Partner Communities)** October 5, 2026 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on October 6, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after October 13, 2026.