
INTAKE SPECIALIST

GENERAL DESCRIPTION

The Intake Specialist position is a full-time, permanent, professional position. The Intake Specialist is responsible for the assessment of new referrals, travelling to communities for client interviews, referral coordination, and establishing an excellent working relationship with our referring agencies. The Intake Specialist will coordinate and process all new referrals and admissions in accordance with established policies and procedures of the Family Healing Program, and ensures all applicable resources are in place prior to admission. The Intake Specialist maintains client case files containing assessment and evaluation information, treatment plans, discharge summaries, court and medical documents and all other relevant client correspondence.

The Intake Specialist is certified in trauma informed care and has extensive experience assisting individuals and families that have experienced trauma. The Intake Specialist is also knowledgeable of the impact addictions have had on Anishinaabe family systems and has experience with cultural and traditional healing methods.

The Intake Specialist 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.

RESPONSIBILITIES

The Intake Specialist reports to the Family Healing Program Manager.

QUALIFICATIONS

1. A College diploma or bachelor's degree in social services, or any related field.
2. Knowledge of and experience in traditional healing practices in addictions and trauma
3. Experience working with Elders and Healers.
4. Ability to speak the Ojibwe language is preferred.
5. Knowledge of the administrative structure and operations of Weechi-it-te-win Family Services as well as the customs and traditions of the individual First Nations.
6. A minimum of 4 years experience in the provision of Intake, Assessment and Case Management duties for family with addictions issues.
7. Knowledge and formal training in Trauma Based Care.
8. Experience in assessing client and family strengths and needs and in preparing assessment reports.
9. Demonstrated ability to prepare comprehensive narrative and statistical reports.

10. Excellent verbal and writing ability are necessary.

SALARY

\$68, 228.68 -\$84, 205.08

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 9 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 nine 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) December 10, 2025 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on December 10, 2025 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after December 17, 2025.