



WEECHI-IT-TE-WIN FAMILY SERVICES INC.
Invites applications for the position(s) of



INTAKE WORKER

PERMANENT FULL TIME

GENERAL DESCRIPTION

The Intake Worker position is a full time, permanent position which 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 Worker 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 Worker will act as a single point of access for inquiries, intake, Fast Track for Alternative Care, coordination, and navigation of services for families and children with intellectual and developmental disabilities within a trauma informed, culturally safe and rehabilitative framework.

RESPONSIBILITY

The Intake Worker reports to the I & A Manager of Weechi-it-te-win Family Services.

QUALIFICATIONS

1. Two year accredited college diploma or other related program and/or experience with working with Families.
2. Excellent computer software skills necessary with data entry experience.
3. Excellent verbal and written communication skills.
4. Work experience in the area of Child Welfare.
5. Ability to speak the Ojibway language would be an asset.
6. Must possess a valid Driver's license; and be able to submit a driver's abstract.
7. Must submit a satisfactory vulnerable sector.

Application must include:

- ✓ Cover Letter – **signed and dated**
- ✓ Resume
- ✓ Three references (one must be employment related) along **with written permission** to contact references
- ✓
- **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
- Weechi-it-te-win Family Services Inc. is an equal opportunity employer

Salary -- \$54 024.47 to \$70 489.67

Submit Applications to:

APPLICATION:

Attention: Human Resource Department

Weechi-it-te-win Family Services Inc.

P.O. Box 812

FORT FRANCES, Ontario P9A 3N1

Phone number: (807) 274-3201

Fax number: (807) 274-8435

Email : jackie.debenedet@weechi.ca

DEADLINE TO SUBMIT

June 21, 2024, by 12:00 pm (S13)