



INTAKE WORKER

(This is a full-time, temporary position covering a long-term leave.)

GENERAL DESCRIPTION

The Intake Worker position is a full time, temporary position (covering a long-term leave) 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, coordination and navigation of services for families and children who are deemed at risk of entering the Child Welfare system.

RESPONSIBILITY

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

QUALIFICATIONS

1. A College diploma or Bachelor's degree in Social Services, or any related field, with 5 years of experience working with families and children in a child welfare role.
2. Excellent computer software skills necessary. Experience in Penlieu would be an asset.
3. Excellent verbal and written communication skills.
5. Ability to speak the Ojibway language is preferred.
6. Must possess a valid Driver's license. and be able to submit a driver's abstract.

SALARY

\$62,231.68 - \$72,802.21



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): February 19, 2026 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on February 19, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after February 26, 2026.