



Employment Opportunity

Intake Worker

Dakota Tiwahe Services – SVDN Office
Full-time, Permanent

POSITION SUMMARY: Dakota Tiwahe Services requires a Intake Worker is authorized to investigate and respond to allegations when children are in a need of protection. The Intake Worker will receive and process all Dakota Tiwahe Services Inc. child welfare referrals including allegations of child maltreatment and determine the eligibility, appropriateness of such referrals.

DUTIES INCLUDE:

- Receive incoming referrals for allegations of a child in need of protection
- Process incoming referrals and determine the eligibility and disposition of such referrals in consultation with the 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
- Conduct child protection investigations in compliance with agency policy, and the MB Child and Family Services Act
- Determine when children require admission to DTS' care to ensue their immediate safety and assist in completing placement forms
- Incorporate Signs of Safety strategies into case work, primary the mapping process
- Work collaboratively with all child welfare agencies and services on the child's needs and issues during the investigation process
- Respond in matters requiring advocacy, support and counselling 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, training sessions required by the Intake and after ours Supervisor
- To complete all case documentation within a specific time frame according to agency policies, Provincial Standards and the MB Child and Family Services Act
- To attend and participate in scheduled case conferences to ensure case management standards are met and appropriate decisions are made
- Provide after hours coverage related to designated intake agency services where required and respond to emergency calls
- To perform other duties as assigned by the Supervisor

QUALIFICATIONS:

- B.S.W., Post-secondary degree, diploma and/or certificate in a related field of study and/or Child & Family Services Diploma
- Minimum of two years' experience in Child & Family Services providing mandated/voluntary services
- Other combinations of education and other social services related experience
- Knowledge of the Manitoba Child & Family Services Act
- Demonstrated knowledge of collateral services/community resources and how to access
- Working knowledge of computer programs, such as Microsoft office applications, database systems
- Good time management and organizational skills
- Have a valid driver's license, access to a vehicle and willing to travel
- Fluency In the Dakota Language is an asset
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks

PLEASE NOTE: Applicants must submit with their application three written references that are not friends or family.

Competition Number: 202351

APPLICATION DEADLINE: April 21, 2023 4:00pm

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2760 Fax: 204-855-2131

E-mail: hrapplications@svdngovernance.com

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