



Wabaseemoong Jordan's Principle
General Delivery, Whitedog Post Office
Whitedog, ON P0X 1P0
☎ 807-927-2000 ext. 228

Employment Opportunity

Position: *Jordan's Principle Intake Worker*
Location: Kenora and Wabaseemoong
Term: Full Time Monday – Friday (9am – 4pm)
Responsible to: Wabaseemoong Jordan's Principle

POSITION SUMMARY:

Under the supervision of the Jordan's Principle Program Coordinator, the *Intake Worker* will be responsible to support the coordination of intake for all off and on reserve requests for the Wabaseemoong Independent Nation community members; complete intake forms, gather relevant information and assisting in assigning to Off/On Reserve Case Manager for follow up.

RESPONSIBILITIES:

- Complete intake through telephone or in-person to confirm eligibility and determine appropriate services based on needs of the child.
- Provides support to children and their families by direct support, intake and assessments, referrals, networking, and work in collaboration with services providers.
- Create files and responsible to keep data according to all intakes.
- Intake worker may make initial referrals, networking, and work in collaboration with service providers and stake holders, according to family's immediate need.
- Intake worker to support service delivery for the off-reserve/on-reserve children.
- Ensures the security, confidentiality, accuracy, and integrity of individual client records.
- Keep up to date monthly stats on intakes and referrals.
- Perform other duties as assigned.

REQUIRED SKILLS AND EXPERIENCE:

- Must possess a Valid 'G' Licenses
- High School Diploma; Post-Secondary Diploma in related field preferred.
- Minimum two years' experience in Social Services
- Good organizational, time management and prioritizing skills.
- Must be sensitive and responsive in all interactions with vulnerable clients.
- Proficient in Microsoft Office Programs
- Ability to work independently.
- CPR and First Aid; ongoing renewal as required to maintain current certification, or willing to obtain both.
- Must Provide Criminal Records check, Child Abuse, Vulnerable sector Registry Check
- Knowledge and understanding First Nation and their needs/concerns.
- Must be able to travel as required.

Deadline: April 3, 2023 @4pm

All interviewees must provide a vulnerable sector check and drivers abstract at time of interview.

Please send your resume to win.jp.hr@outlook.com