



DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

EMPLOYMENT OPPORTUNITY

POSITION: Intake Coordinator
Dakota Ojibway Health Services (DOHS) – Jordan's Principle Team

ADVERTISEMENT # 2425-13

LOCATION: Dakota Ojibway Health Services
200-200 Alpine Way, Headingley, MB R4H 0B7

CLOSING DATE: Friday September 13, 2024 @ 4:30 p.m.

INTAKE COORDINATOR – Jordan's Principle

Under the supervision of the Jordan's Principle Program Director, the Intake Coordinator will be responsible to coordinate all Off-Reserve requests for the Dakota Ojibway Tribal Council Region geographical area; provide assessment, follow up, and will liaise with other Jordan's Principle Off Reserve offices.

KEY RESPONSIBILITIES:

- Review all referrals made to Dakota Ojibway Tribal Council Jordan's Principle
- Complete assessments through telephone or in person to confirm eligibility and determine appropriate services based on needs of the child
- Document intake assessment that includes referral, assessment, treatment/admission, discharge (if applicable), transition and ongoing care protocols
- Provide navigation services with a cultural safety and humility lens, using a trauma-informed and culturally competent approach.
- Understand the importance of working with First Nations protocols in order to make children and families comfortable with their interaction with the health care system
- Build strong relationships and partnerships with front line health care and child care workers, and works with a variety of health care and child care professionals, including but not limited to nurses, speech pathologists, dental, occupational therapists.
- Provide wellness workshops, cultural presentations and team building activities focused on developing and enhancing skills and capacity of front-line workers.

QUALIFICATIONS: (including, but not limited to)

- Bachelor of Arts, BSW, B.Ed. or Post-Secondary Diploma in related field
- Knowledge of population health and First Nations perspective on health and wellness
- In-depth knowledge of First Nations health and wellness system needs
- Knowledge of relevant legislation such as CFS Act, Vulnerable Persons Legislation
- Must have excellent written and communication skills
- Ability to work independently
- Good organizational, time management and prioritizing skills

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Current Criminal Records/Vulnerable and Child Abuse Registry Checks
- Access to a reliable vehicle