



## DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

### EMPLOYMENT OPPORTUNITY

**POSITION:** Intake Worker  
Dakota Ojibway Health Services (DOHS) – Jordan’s Principle

**LOCATION:** Dakota Ojibway Health Services  
320-300 Alpine Way, Headingley, MB R4H 0E1

**CLOSING DATE:** Friday, March 31, 2023 @ 4:30 p.m.

#### INTAKE WORKER – Jordan’s Principle

Under the supervision of the Jordan’s Principle Program Director, the Intake Worker will be responsible to support the coordination of intake for all Off-Reserve requests for the Dakota Ojibway Tribal Council (DOTC) geographical area; complete Intake forms, gather relevant information and assisting in assigning to Off Reserve Case Manager for follow up.

#### KEY RESPONSIBILITIES:

- Complete intake through telephone or in-person to confirm eligibility and determine appropriate services based on needs of the child.
- Communicate to family the next steps are to assign to a case manager to navigate and assist with receiving services.
- Provide navigation services with a cultural safety and humility lens, using a trauma-informed and culturally competent approach.
- Understands 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, CFS Agencies, school personal, etc.
- Provide feedback into the development of the DOHS Off-Reserve Intake Process.
- Keep up to date monthly stats on intakes and referrals.
- Conduct intake interviews with clients and liaison with case managers. Respond to client inquiries when necessary.

#### QUALIFICATIONS: (including, but not limited to)

- High School Diploma; Post-Secondary Diploma in related field preferred
- Minimum two years’ experience in Social Services or health field
- Must be highly organized, punctual, and reliable
- Must be sensitive and responsive in all interactions with vulnerable clients
- Proficient in Microsoft Office programs and Apple Products
- Knowledge of relevant legislation such as CFS Act, Vulnerable Persons Legislation
- 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 & Adult Abuse Registry Checks
- Access to a reliable vehicle

**We thank all who apply and advise that only those selected for an interview will be contacted.**

**Interested applicants are invited to forward a resume and cover letter, including two (2) references to:**

**DAKOTA OJIBWAY HEALTH SERVICES**  
**Attn: Erica Nicholson, Human Resource Officer**  
Ph: (204) 239-8650  
Fax: (204) 857-6037  
Email: [humanresource@dotc.mb.ca](mailto:humanresource@dotc.mb.ca)