



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: Wednesday, April 10, 2024 at 4:30pm

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