



## **KTC Child and Family Services**

### **Intake Worker**

#### **Employment Opportunity**



### **Summary**

Reporting to the Child Protection Supervisor, the Intake Worker will be able to demonstrate and have ability to understand the mandate and all services programs of KTC – Awas'ak Family Services.

Knowledgeable in the Provincial *Child Youth & Family Enhancement Act*, maintain positive relationships and strong communications with community partners and the community members to support the delivery of good information to identify, assess and support children in need of intervention and/or prevention.

### **Duties**

- Most contact will be by phone and making determinations of risk by gathering as much information as possible given the limitations of non-face-to-face contact.
- Guide the process and direction of a telephone interview while permitting opportunity for free narrative.
- Present self as knowledgeable and competent as it relates to common referral questions, concerns and program mandates/and benefits.
- Conduct an initial analysis using both CYFEA and Awas'ak Wiyasiwêwin Legislation through appropriate interview techniques to clearly determine what services are needed and provide positive public service in all circumstances, including those inquiries that do not constitute a report or a referral.
- Demonstrate diligence in conducting collateral calls, with any individual or agency that may be familiar with the family, in order to corroborate initial claims while respecting confidentiality of the family.
- Demonstrate the ability to solicit relevant and specific information and clarify allegations in a respectful, non-judgmental manner.
- Determine the immediacy of risk, make key decisions and determine the response time; have a working knowledge of factors which create risk and safety issues for children and youth;
- Have a working knowledge of policy-dictated timeframes for completion of screening and response time.
- Have a working knowledge of key decision-making and consultation points during the intake process and in conjunction with supervisor, conduct a careful analysis and review of all information to determine action to be taken at the screening whether the disposition constitutes a report and explore options and strategies regarding children potentially at risk.
- Be able to identify the risk to worker's safety based on information obtained and identify potentially dangerous situations and have immediate safety plans for walk-ins and callers; have a working knowledge of "Working Alone Safely".
- Demonstrate knowledge of appropriate responses (verbal and non-verbal) relative to the degrees of threat and assault.
- Demonstrate intervention techniques in a crisis situation which reduce the potential for harm or violence.
- Have a working knowledge of Awas'ak Family Services Early Intervention and



Prevention programs, and current listing of services/contacts available in the 3 Founding First Nations and Off Reserve communities, and/or other jurisdictions; update and/or compile community resource listings.

- Describe the vision, mission and core business and act as an ambassador for KTC – Awas'ak Family Services.
- Have a working knowledge of legislation and the criteria that are used to determine a report under the KTC – Awas'ak Family Services Act.
- Must be diligent in the storing of client information in both electronic database systems TAAN and CICIO. Must be able to navigate and be able to input information in TAAN and CICIO.

**Education:** Bachelor of Social Work or related undergraduate university degree or 2 year Social Work Diploma (mandatory). Must have Enhancement Delegation Training with a minimum 2 years frontline child intervention experience, Casework Practice Model training and CICIO training.

**Additional requirements:** current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance (when required to use own vehicle); Criminal Record (CPIC) and Intervention Record Check (IRC) clearances must be within 6 months; submit to oath of confidentiality; personal telephone or access to telephone; a negative pre-employment alcohol and drug testing will apply; ability to speak and/or understand the Cree language a strong asset.

*Salary will be based on academic & professional qualifications*

***Deadline to apply: Until a suitable candidate is found***

**Please forward to [careers@ktccfs.ca](mailto:careers@ktccfs.ca)**

**We thank all candidates for their interest; however, only individuals meeting the qualifications will be selected for an interview, and will be contacted.**

