



## We are hiring: INTAKE WORKER

### ROLE AND RESPONSIBILITIES

The Intake Worker will be responsible for taking information by using Intake Module (IM) and assessing the need to ensure the safety of child(ren) in accordance with provisions of the Child and Family Services Act.

- Complete SDM Intake Assessment
- Assess strengths and needs of children and families in collaboration with the family while assisting to increase protective factors and decrease risk factors.
- Conduct face to face interviews with children and families to assess risk and safety
- Provides referrals, support, guidance, and problem solving to clients to address issues related to family functioning.
- Consults with supervisor as required, documents discussion and outcomes of consultation at required decision points
- Utilize computer systems (MCase) for case management purposes, inputting all required case information.
- Attend court to give testimony to case facts.
- Ensure the development of a safety plan when required.
- Other duties that are complementary to the role of Intake Worker

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- B.S.W or B.I.S.W, Social Work diploma or certificate
- Two years Child Welfare experience is preferred
- Valid Class 5 driver's license with acceptable abstract
- Clear criminal record with vulnerable sector
- Combined education and experience will be considered

### COMPETENCIES

- Work under pressure and stress situations
- Knowledge and experience of family dynamics
- Understanding of The Child and Family Services Act of Saskatchewan
- Work under pressure and stress situations
- Experience in program development and planning
- Strong principles and ethics
- Work under pressure and stressful situations
- Attention to detail
- Excellent organizational and time management skills

### HAZARD ASSOCIATED WITH JOB

- Physical and cognitive ergonomics
- Aggressive incoming calls
- Travel

### Contact/application information:

To be considered for our recruitment round, please submit your resume with the following to

[lynda.curtis@olfs.ca](mailto:lynda.curtis@olfs.ca) :

1. Cover Letter
2. Current resume with dates specified
3. Three reference letters
4. Criminal Check
5. Driver's Abstract

**We thank all applicants, however only those selected for an interview will be contacted.**

**POSTED: May 12, 2025**

**DEADLINE: May 30, 2025**