



EMPLOYMENT OPPORTUNITY

COMMUNITY INTAKE ASSISTANT

PURPOSE:

MGBHLM First Nation is seeking a full time assistant to help with the Social Development team, and under the direct supervisor of the Finance Manager, the Community Intake Assistant, will complete client assistance forms, focusing on community Clients. Intake Worker will address and refer client to Prevention CFS, Income Assistance, Jordans Principles and other services, depending on profile of client and will work closely with Housing, Career/Training facilities, Mental Health, Addictions, and other services to achieve client success.

ROLES & RESPONSIBILITIES

- Assist client to complete the application for assistance.
- Assist with support letters, quotes, photocopy material(s), email/scan, etc.
- Complete hand visits to support the assistance, if required.
- Assist with planning and setup programs set up, such as life skills, parenting, anger management, etc.
- Identify challenges, such as housing, income, transportation, childcare, nutrition, etc.
- Continue active contact and follow up with case clients, assist with determining next steps
- Maintains database
- Providing transportation to clients to and from programming and scheduled appointments.
- Work as team
- Adhere to MGBHLM Personnel Policy and regulations
- Other duties as directed
- Clients Rights to Privacy of Personal Information
- The Intake during the course of the administration of programs, services and projects collects a great deal of personal information about the members and Clients. Every person has the right to expect that this information will be protected and will not be shared with others without the expressed consent of the client or community member.

PROGRAM OPERATIONS DUTIES

- This information may include, but is not limited to:
- Family information

- Social Insurance Numbers
- First Nation membership and numbers
- Medical Information
- Financial information
- services received
- information shared with staff of a confidential nature
- Administrative Duties
- Prepares accurate, complete and effective proposals as required
- Submits briefing notes and special reports to Council concerning key issues and the operation of the organization
- Issues oral and written directives, as instructed by Council as directed.
- The Intake will develop positive working relationships with the Prevention, Jordan's Principle, Health, Housing, Social Development, Economic Development (Ridge), Justice, CFS, Education and Staff.
- Build and link to outside services for the client success, such as Training facilities or institutions, SITAG, CFS, BRT6HS, Victim Services, Justice Programs, etc.

MANDATORY REQUIREMENTS

- Experience in case management and/or work related experience
- Must have 2 years Social Worker, Teaching, or community development in relevant area.
- Knowledge of case management
- Knowledge of Prevention and Case management policies, structures, procedures, services, goal and objectives (Strategic Plan)
- ability to handle high stress tasks, client assessment, family information, barriers,
- ability to handle many projects simultaneously, prioritizing task and completing on schedule
- Knowledge of computer systems: dbase, excel, word,
- Ability to analyze and interpret findings, and concisely summarize
- May be required to work evenings or weekend
- Drive shuttle if required
- Good communication skills: oral, verbal and written
- Must possess a valid Saskatchewan's Driver License and a reliable vehicle
- The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment,