

# Animikii Ozoson

## Child & Family Services Inc.

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reception.animikii@animikiicfs.org



### JOB OPPORTUNITY

#### **Ontario Intake Case Manager**

#### **Post Competition # 2024-21**

#### **Overview:**

Reporting to the unit Supervisor, and providing services under the CFS Act, the incumbent will be responsible for First Nation intakes from Ontario and resource development with the Agency's Family Enhancement Program, including assisting with the development of policies and procedures for intake and courtesy services.

#### **Case Management Responsibilities/Duties:**

- Complete the structured Decision-Making Assessment (SDM)
- Provide orientation to families regarding service paths, SDM assessments, F.E. services and service timelines.
- Arrange family engagement circles to develop family enhancement case plans with families.
- Assist families to implement the time limited, goal-oriented case plan utilizing a range of interventions involving individuals, family or group approaches, advocate for and assist families to access community resources.
- Review and or revise case plans with families as required.
- Collaborate with families formal/informal support(s) to best meet the needs of the family.
- Utilize a strength-based approach to engage the family and work with families to address their needs and build on the strength of the family unit.
- Provide brief services to families which may include assisting a family short term with basic needs, advocacy, or referrals.
- Provides case management and case planning to help families maintain children in their own homes thereby diverting these children from entering agency alternate care.
- Identifies and investigates complaints of neglect or abuse where children are at risk and in need of protection.
- Completes all assessments, file recording, record keeping, statistics and other required administrative duties.

#### **Intake Responsibilities/Duties:**

- Ensures compliance with Federal Legislation as it pertains to Ontario First Nation agencies.
- Provide intake and courtesy services as required for Treaty 3 signatories to the Protocol Agreement, as well as other Ontario First Nations.
- Assist with the development of policies and procedures for intake and courtesy services and the FE program.
- Work professionally and collaboratively with Ontario First Nations agencies,

communities, and leaders.

- Develop a professional working relationship with community resources and programs, networking with this resource, to assist in facilitating and conducting programs as needed in the community.
- Initiate the development of community resources and or programs that will enhance the effectiveness of the child/families' extended family networks, promoting healthy connections, growth, and development.
- Develop and deliver programs.
- Works collaboratively with other team members community services and other CFS agencies to build a network of Indigenous support services.
- Attends/participates in unit/general staff meetings and assists with functions held by the agency.
- Other duties as assigned.

**Qualifications:**

- Bachelor of Social Work (an equivalent combination of education and experience may be considered)
- Minimum of one-year direct experience in a mandated child and family agency.
- Applicants must be eligible for registration with the Manitoba College of Social workers.
- Knowledge of, and ability to apply, Indigenous approaches in working with families and children.
- CFSIS/IM experience is considered an asset.
- Computer literacy in Microsoft Office applications, database systems, email, and use of the Internet.
- A valid Manitoba Driver's License and access to a reliable vehicle are required, as the position requires travel within the city and to Ontario First Nations.

**All Hiring is subject to satisfactory Criminal Reference Check, Prior Contact and Child Abuse Registry Check.**

The ability to speak Ojibwe is considered a definite asset. Preference will be given to Indigenous people and applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

**Please reference the position and competition number # 2024-21 in your cover letter.**

We thank all who apply, however, only those selected for an interview will be contacted. Job posting will be posted until position is filled.

**Qualified SP3/SP4 Candidate's Salary:** \$53,727.27 - \$82,171.89

Please forward your resume/cover letter and three (3) references to:

Stephanie Fenner, HR Manager, CPHR Candidate  
Animikii Ozoson Child and Family Services  
3-313 Pacific Avenue  
Winnipeg, MB, R3A 0M2  
Email: [Stephanie.Fenner@animikiicfs.org](mailto:Stephanie.Fenner@animikiicfs.org)

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