

This is an exciting time to join Kunuwanimano Child and Family Services!

Employment Opportunity – Intake Screener (Union position) All Districts

Competition #: 24-41

Department: Protection

Location: Timmins

Job type: Full time – 35 hours per week

Closing Date: May 13, 2024 @ 4:30 PM

What you will do in the role

- Receives, manages, and documents all telephone, written (Police Occurrence Reports, Direct Transfers from other CAS's), electronic or face to face reports regarding children in need of protection or prevention services and requests for information
- Provides information regarding children's services and other community resources within Kunuwanimano Child and Family Services' jurisdiction
- Classifies all calls in accordance with the Ontario Child Protection Standards and Prevention Services (ie: Inquiry, community link, etc)
- Determines eligibility for services by assessing the information gathered and assigning an "Eligibility Spectrum" coding and/or the most appropriate prevention service
- Conducts all internal and external record checks, such as Frontline, FastTrack and the abuse Register
- Completes all initial requests for file disclosure when historical involvement is confirmed through an internal and/or external record check
- Uploads all file disclosure information received into the Frontline Client Information system (under supplementals)
- Inputs all necessary documentation onto the Frontline Client Information system within the required timeframes
- Forwards cases to the responsible Supervisor for investigation and/or assignment
- Completes Band Notification when required

Just a few reasons to join Kunuwanimano Child and Family Services

- Opportunity to collaborate with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS)
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Competitive vacation leaves and above average leave packages.

What you bring to the table

- Respect for Indigenous culture.
- BSW, MSW preferred, with a minimal of 5 years in Child Welfare including supervisory experience or combination of education and experience acceptable to the employer.
- Must have extensive forensic experience and demonstrated ability to work in a high-pressure environment.
- Must have experience working with First Nations families and communities.
- Being knowledgeable regarding all current legislation which impacts the provision of services to Indigenous families and children.
- Must produce a satisfactory "criminal reference check with Vulnerable Sector Screening" certificate and sign an agency "declaration oath of confidentiality."
- Must be willing to work flexible hours.
- Must possess a valid class "G" Ontario driver's licence and clear drivers abstract.

Please refer to our website: www.kunuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume and submit by email to: HR@kunuwanimano.com or by fax to 705-266-9122.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**

Meegwetch to all applicants, however only those selected for an interview will be contacted.