



## CREE NATION CHILD & FAMILY CARING AGENCY

### JOB OPPORTUNITY

**POSITION: DIA Intake Screener – Permanent Position**  
**OFFICE: Designated Intake Office**  
**LOCATION: Opaskwayak, Manitoba**

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*Cree Nation Child & Family Caring Agency (CNCFCA) is responsible for administering and providing for the delivery of Child and Family Services. CNCFCA is dedicated to providing comprehensive CFS Services that are community-based and incorporate both protection and prevention services.*

*Our agency will strive to maintain family unity.*

#### **POSITION SUMMARY:**

Under the supervision of the Intake Supervisor, the DIA Screener Worker is responsible for screening all referrals for service with reference to safety and risk to children, functioning of families and service needs of families. The Intake Screener provides crisis intervention services, initiates referrals to other community collaterals as required and completes written reports, file recordings, forms and correspondences as required under the Child and Family Services Act, CFS Provincial standards and Cree Nation Child and Family Caring Agency Policies.

#### **RESPONSIBILITIES:**

- Receive and assess requests for Service
- Transfers
- Prior Contact Checks
- Documentation, Practice and Relationship Building
- Other duties related to the position may be assigned

#### **EDUCATION AND EXPERIENCE:**

- Bachelor of Social Work (BSW) or related undergraduate degree in Human Services
- Work experience in Child and Family Services with demonstrated knowledge of child development, child abuse, family centered service, early intervention, family support and community-based services.
- Excellent assessment, intervention and writing skills.
- Excellent interpersonal skills
- Knowledge of the Child and Family Services ACT and provincial standards.
- Understanding of child development and child abuse theory and practice.
- Knowledge of available resources within the community (formal and informal)
- Ability to use a variety of computer applications such as Microsoft Word, Excel and database systems.
- CFSIS program knowledge
- Ability to converse fluently in Cree (preferred)

**CONDITIONS OF EMPLOYMENT:**

- Must pass a criminal records check, child abuse registry check and prior contact check.
- Cannot be active on a protection case.
- Must maintain absolute confidentiality in accordance with agency requirements.
- Other duties related to the position may be assigned.

**Deadline: September 3, 2024 @ 4:00 PM**

**SUBMIT COVER LETTER & RESUME ALONG WITH THREE (3) REFERENCES MARKED “PERSONAL & CONFIDENTIAL” TO:**

Human Resource Manager  
Cree Nation Child & Family Caring Agency  
Box 10130  
Opaskwayak, MB R0B 2J0  
Fax: 204-623-3847  
Email: [hr@creenation.ca](mailto:hr@creenation.ca)

*We thank all who apply and advise that only those selected for further consideration will be contacted.*

**“Please visit our website at <https://creenation.ca>”**