



Employment Opportunity Treaty 8 Urban CFS Office Intake Worker, Post Majority Support Services

Post majority support services is a new program that will provide individualized support to First Nations youth and young people aged 15 – 26 who are considered ordinarily resident on reserve, as they prepare for independence. Treaty 8 Urban CFS office is hiring an Intake Worker for this program. This role will report to the Supervisor of PMSS and will be based in Edmonton, Alberta. The Intake Worker's role is the initial point of contact for youth and young adults who access to the PMSS program. The Intake Worker will require strong interpersonal and customer service skills. The intake worker will also provide the initial intake, assess, and make the appropriate referral by providing PMSS information and/or referring to the Practice Specialist. This role will also provide support and assist other program staff which could include data entry, collection and distribution of data and reports, and preparing materials for meetings and presentations. Some travel may be required.

Responsibilities

- The intake worker will be the initial contact to s accessing the PMSS program and will possess strong interpersonal and customer service skills
- Responsible to provide intake, assessments and make appropriate referrals for youth and young adults accessing the PMSS program
- Responsible for creating new records in the database management system with accurate and up-to-date records
- Provides PMSS program information and other requested information such as income assistance, housing, health services, addiction and recovery, and education referrals and/or contact numbers
- Promote health and well-being through the lens of an Indigenous world view
- Assist and support program staff as required
- Data entry, collection, maintenance and distribution of statistical data and reports
- Prepare materials for meetings, workshops and training
- Keep clients up to date with information and decisions or changes that affect them
- Travel may be required

Knowledge and Skills

- Ability to practice in an anti-oppressive manner and a culturally diverse environment
- Able to engage and collaborate with various community services and programs
- Good understanding of barriers facing vulnerable youth aging out of care
- Able to multi-task and communicate clearly as this role will gather, record and refer information
- Work independently and cooperatively in a team-based environment
- Detailed knowledge of Treaty 8 Urban Office programs and services
- Working knowledge of cultural protocols working with Elders, Indigenous communities and agencies



Treaty 8 Urban Child & Family Services
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"Bringing our children home."

- Knowledge and understanding of different jurisdictional child and family services across Canada and interpret various acts and legislation that effect Indigenous youth
- Demonstrated experience with negotiation, trauma informed practice lens, crisis management, and problem-solving skills
- Active understanding of colonialism, intergenerational trauma, the 60's Scoop, the residential school system and its ongoing traumatic effect on Indigenous communities
- Working knowledge of cultural protocols working with Elders, Indigenous communities and agencies
- Establish and maintain rapport with professional boundaries
- Ability to maintain confidentiality, discretion, and ethical perspective

Qualifications

- Diploma or Degree in Human Services, Social Work or related field with a minimum of two years experience
- Valid class 5 driver's license, reliable vehicle with \$2 million liability insurance
- Provide 3-year driver's abstract
- Satisfactory Criminal Record Check including vulnerable sector and Child Intervention (Welfare) Record check (dated within 3 months upon hiring)
- Strong working knowledge and experience with Microsoft Office Suite include Word, Excel, Power Point and Outlook, Database
- Knowledge and understanding of First Nations communities, culture and language an asset

SALARY – \$2,759.00 Bi-weekly (\$71,734) yearly

Closing Date: Until suitable candidate is found

Interested applicants can submit a letter, resume and qualifications to:

hr@treaty8ucfs.ca

(780) 784-3663

WE THANK YOU FOR YOUR INTEREST!

Only applicants selected for an interview will be contacted.