



Songhees Nation

Job Description

JOB TITLE:	INTAKE WORKER		
Reports to:	Social Services Manager	Department:	Health & Social Services
Wage:	\$25/Hour	Closing Date:	Open until filled

POSITION SUMMARY: Working as part of the Social Services team within the Health department; the Intake Worker will provide direct services to the children, youth, elders, families and members of the Songhees Nation. To support individuals and families to work towards their individual and family goals.

KEY DUTIES AND RESPONSIBILITIES: (include the following and not limited to):

- Receives direction and Works under the Social Services Manager
- Must demonstrate a willingness to listen and help with social services issues.
- Expected to familiarize self with income supports, Songhees Housing policies, and health services and programs
- Assists the Social Worker, Family Support Worker and Culture Support Worker with clients, as needed
- Assists clients with detailed case plans and follow up.
- Liaise with local resource/band programs; BC Housing, BC Income Supports
- Assist with household budget to determine housing needs, food, school snacks, transportation and baby needs, if needed
- Is responsible for assessing the situation at hand and making appropriate referrals as needed, in-house and outside agencies.
- Assessing the family immediate needs; prevention or MCFD involved;
- Shopping or gift cards for family immediate needs may be needed
- Ability to use computers and Microsoft applications, office equipment – photocopier, fax, scanner, - for case notes, briefing notes, follow up

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Awareness of the dynamics of active and ongoing addiction, family and domestic violence, grief, suicide, depression, healing and recovery
- Some knowledge of the MCFD child protection process and roles and responsibilities
- Knowledge of family laws on reserve and Knowledge of child and family services act – protection laws, human rights, employment law
- Computer proficiency in Microsoft applications and basic internet application; some knowledge of Mustimuhw data base

REQUIRED EDUCATION AND EXPERIENCE:

- Min. Indigenous Family Support Worker Certificate, BA in Social Work, Youth & Child Care and experience working with Nations
- First aid, and be able to provide a clear criminal record check, have a Valid BC's Drivers' License and have reliable transportation

Please send your resume to: Felicity Peters via email at: felicity.peters@songheesnation.com

*The *Intake Worker* position is considered a position of trust; therefore, a Criminal Record Check must be provided.*