



Berens River Child and Family Services

Competition No.: 2025- 002

Position: Intake Worker, Full-time

Salary: Depends on Qualifications

Department: Berens River Child & Family Services

Location: 830 Empress St. Winnipeg, MB & Berens River First Nation

Closing Date: October 31st, 2025, at 4:30pm

Position Summary: Intake Worker screens and assesses all new intake files, conducts assessments, and providing brief or intensive services as needed. This role ensures compliance with all Child and Family Services acts, regulations, and standards, while supporting families and prioritizing the safety and well-being of children in alignment with Berens River cultural and community values.

Key Responsibilities

- Identify and investigate complaints of neglect, abuse, or where children are at risk and in need of protection.
- Deliver child and family services in accordance with Provincial and Community standards.
- If the child remains at home, coordinate the delivery of services to meet identified needs through case management, referral to Community resources, advocacy, and referral to prevention services.
- Manage an Intake caseload ensuring all cases are documented in accordance with the CFS standards.
- Attend to the specific needs of each case as required while the case is open during Intake.
- Assess all incoming child welfare intakes within the Community; In consultation with Supervisor(s),
- responds immediately to allegations of abuse/severe neglect, where children are at risk.
- Complete and follow-up all Intakes transferred to the community from outside jurisdictions.
- Willing to work flexible hours and shift configurations.
- Willing and able to travel to Berens River First Nation community and rural areas as required.

Qualifications

- Bachelor of Social Work (an equivalent combination of education and experience may be considered).
- A minimum of one (1) year experience in front-line case management with Children-in-Care and families.
- Experience conducting investigations including gathering and analyzing information to implement appropriate action(s).
- Demonstrated working knowledge of and familiarity with:
- Indigenous culture and an understanding of the rural cultural environment.
- The Child and Family Services Act; The Adoption Act; An Act respecting First Nations, Inuit and Métis
- children, youth, and families; Indigenous child welfare practices; First Nations history; and
- colonization.
- Crisis intervention; child protection investigations; assessment of high-risk situations to determine appropriate response times.
- Substance abuse; family violence; child abuse/neglect; grief and loss issues; and community resources.
- Excellent verbal and written communication skills (specific to documentation and report writing).
- Proficiency with Microsoft Office (i.e., Word, Excel, and Outlook), CFSIS, and IM.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Check.

Please send a Cover Letter and Resume by Email to: stanford.boulanger@berensrivercfs.org

The Cover Letter must include the Competition Number and Position you are applying for.

We thank all who apply, however, preference will be given to Berens River Band Members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter.