



DEVELOPMENTAL SUPPORT SERVICES INTAKE COORDINATOR/FAMILY NAVIGATOR

GENERAL DESCRIPTION

The Intake Coordinator position is a full time, permanent position which will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-win Family Services (WFS).

The Intake Coordinator will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues within Indigenous family services.

The Intake Coordinator will act as a single point of access for inquiries, intake, coordination, and navigation of services for children with intellectual and developmental disabilities within a trauma informed, culturally safe and rehabilitative framework.

QUALIFICATIONS

1. Bachelor of Arts or Diploma with 1-year experience working with children in a developmental capacity.
2. Knowledge of and experience in traditional healing practices, and experience in working with Elders and Healers.
3. A minimum of 3 years' experience in the delivery of children's health, education, or mental health services.
4. Excellent verbal and written communication skills.
5. Work experience in the area of service coordination.
6. Ability to speak the Ojibway language is preferred.
7. Specialized training in trauma informed practices and culturally safe practices for early intervention and developmental services.
8. Demonstrated ability to prepare comprehensive narrative and statistical reports.
9. Working knowledge of Duty to Report as per the Child and Family Services Act.
10. Knowledge of legislation around access and release of personal health information, confidentiality, and storage/safekeeping of client records.
11. Must possess a valid Driver's license; and be able to submit a driver's abstract.

CLASSIFICATION



WEECHI-IT-TE-WIN
Family Services Inc.

The following salary schedule applies to qualified candidates.

The salary ranges from **\$62,231.38 to \$72,802.21**

Applications must include all the following to be considered:

- ✓ Cover Letter – **Signed and Dated**
 - ✓ Resume
 - ✓ Three References (one must be employment related) along with written permission to contact references.
- Only those selected for an interview will be contacted.
 - Immediate Benefits and Pension
 - Complete job descriptions available upon request

Submit Application to:
Jackie DeBenedet
Human Resources Officer
careers@weechi.ca
P.O. Box 812
Fort Frances, ON P9A 3N1
Phone: 807-274-3201
Fax: 807-274-8435

DEADLINE TO SUBMIT APPLICATION:

March 5, 2025, 12:00 p.m.

ADVERTISEMENT (S3).