



Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

September 8, 2021

Position:	Intake Worker, Full Time Days Intake Worker, Full Time Evenings Intake Worker, Part Time Weekends	Program:	Tina’s Safe Haven
Salary:	Subject to Qualifications	Location:	472 Selkirk Avenue
Classification:	Term to March 31, 2022	Hours of Work:	Intake Worker, Days – 75 Hours Biweekly Intake Worker, Evenings – 75 Hours Biweekly Intake Worker, Weekend Days – 48 Hours Biweekly
Reports To:	Manager, Tina’s Safe Haven	Closing Date:	September 24, 2021 @ 4:00pm

General Responsibility: The Intake Worker is responsible for the intake and welcoming of youth participants accessing the 24/7 Safe Space at Tina’s Safe Haven. The Intake Worker will greet youth warmly and positively and ensure accurate and continuous record keeping and reporting is completed. The Intake Worker will engage with, assess, and meet the needs of youth in the 24/7 Safe Space. The Intake Worker assumes all duties and responsibilities in accordance with the organization’s philosophy, direction, and policy standards.

Qualifications Required:

- A combination of appropriate education and employment history; post-secondary in the Child and Youth Care field is preferred
- Experience working in an Indigenous community setting with knowledge of cultural-based services.
- Demonstrated understanding of a trauma informed approach in working with urban Indigenous youth with particular emphasis on youth with chronic involvement with the child welfare system, at risk for or experiencing homelessness and at risk for and or experiencing exploitation.
- Capacity to manage sensitive and confidential situations with professionalism.
- Effective assessment, relationship building, problem solving, and organizational skills.
- Community work experience with youth to improve wellness, coping skills, and empowerment in the following areas: poverty, housing, legal, social assistance, education, family violence, substance use, crisis intervention, mental health, colonization.
- Ability to work in a team environment and independently without prompting.
- Proven ability to work in a changing work environment.
- Understanding and capacity to work within a harm reduction and trauma informed framework.
- Proficiency in computer use including Microsoft 365 applications (word, excel, forms, etc.)
- Current Criminal Record Check, Child Abuse Registry Check, and Prior Contact Check required
- Valid Class 5 Drivers License

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Attention: Human Resources, Ndinawemaaganag Endaawaad Inc.

Email: HR@ndinawe.ca

Deadline for applications is no later than **September 24, 2021 @ 4:00pm**

***We thank all applicants for their interest; however only those candidates selected to an interview will be contacted. As an Indigenous employer, we encourage First Nations, Métis, and Inuit applicants to apply.**