



**Roseau River Anishinaabe First Nation Administration**  
**P.O. Box 200**  
**Ginew, Manitoba**  
**ROA 2R0**  
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<b>Job Title:</b>	Intake/Prevention Worker	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Prevention Department	<b>Job Code/ Req#:</b>	Job Code/ Req#
<b>Location:</b>	Roseau River Anishinaabe First Nation	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Salary to be determined	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Donna Hayden – Human Resource	<b>Date Posted:</b>	January 31, 2025
<b>Will Train Applicant(s):</b>	Applicant will be trained	<b>Posting Expires:</b>	February 14, 2025

**Applications Accepted By:**

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**MAIL:**

**ROSEAU RIVER ANISHINAABE FIRST NATION**  
 Donna Hayden, Human Resources  
 Box 200  
 Ginew, Manitoba ROA 2R0

**Job Description**

**POSTING EXTENDED**

**Position Overview:**

The Roseau River Anishinaabe First Nation Prevention Program is building capacity to support the Community prevention program dedicated to supportive and empathetic service delivery to Roseau River First Nation Tribal Members. The main office is located in Ginew, Manitoba. The Intake/Prevention worker will report to the Prevention Director in alignment with the RRAFN Prevention Policy and Procedures.

**Program and Service Delivery**

This position is responsible for providing intake/prevention services and programming for children, youth and families by:

- Providing prevention services support to children, youth and families who are identified at risk.
- Providing a respectful, safe, and culturally relevant environment which respects each child, youth and adult as an individual

- Engaging with individuals in a way that empowers them to move towards a more holistic lifestyle
- Advocating for all individuals' needs for First Nation services, off-reserve services and other local service providers
- Working in collaboration with Prevention staff through peer consultations and participating in Agency delivered workshops that would help provide prevention services support to children, youth and families
- Participate in case planning and wrap around service delivery to children, youth and families. The Intake/Prevention worker functions as a member of the Circle of Care supporting children, youth and families.
- Initiating services for children, families, and individuals who are identified at-risk through the comprehensive intake process and provide planning, mapping and referrals to various community entities and programs.
- In addition to the intake process, the intake/prevention worker will also provide advocacy for children, youth, and families, and provide organizational support.

#### **Relationship and Team Building**

Will nurture and provide a culturally relevant space where parents, caregivers, youth and children can build strong cultural connections with each other and receive support as they journey with other families. The Intake/Prevention Worker will support this by embracing the fundamental philosophy of good governance practices by identifying the following relationship principle in all the work that is completed within and for the First Nation communities and families:

- Provide opportunities for the enhancement and development of a positive cultural identity for children, youth, families and communities served
- Fostering and maintaining positive and collaborative relationships by engaging our families and extended families in all aspect of service delivery
- Reinforcing positive and respectful interaction among peers, with their families, their communities and themselves as it relates to the Prevention Services program

#### **Administration and Reporting**

To complete administrative functions, reports and adhere to Agency policies, procedures and relevant practices.

- Maintain case notes and document in the Prevention Department case management system
- Participate in case conferencing to minimize duplication and ensure coordination of services
- Maintaining working files that are accurate, concise, and up to date.

**\*\*Perform other duties and responsibilities as necessary in the performance of the position and as assigned by direct supervisor.**

**Knowledge, Skills, and Abilities:**

- Knowledge of collateral services and community resources
- Strong knowledge of current legislation, policies, and regulations (workplace health and safety, employment standards, department policies, etc.)
- Strong ability to follow instruction, using guidelines and good judgment when needed
- Must have great communication, interpersonal, time management, and organizational skills
- Good ability to work in a team or independently with minimal supervision
- Working knowledge of MS Office applications
- Possess cultural awareness and sensitivity
- Speaking Ojibway is an asset but not required
- Demonstrate dedication to the role and to the RRAFN Community

**Experience and Education Requirements:**

- Child & Youth Worker or Social Services Diploma
- Two (2) years of direct experience in a Social Service Agency
- Valid Manitoba Driver's Licence(s), Class 5
- Must provide a clear Criminal check – Vulnerable Sector, and Child abuse registry check
- Respect and sensitivity towards RRAFN culture, traditions, and teachings
- Knowledge of traditional practices, ceremonies and teachings
- Basic knowledge of the Child, Youth and Family service act

**Working Conditions:**

- *Physical Effort:* This position involves moderate to heavy lifting, carrying, and managing equipment and supplies. They may have to work odd hours to accommodate community needs. Must be in very good physical condition with ability to handle physical demands and operate required tools/equipment.
- *Environment:* This position will work indoors and outdoors to tend to community needs.
- *Mental Demands:* This position requires good organizational skills and high attention to detail. There may be time pressure associated or the need to respond efficiently to needs.

**Other Requirements:**

- Professional appearance in accordance with position duties
- Follow all Roseau River Policies and Procedures and display a commitment to the values and culture of the Roseau River Anishinaabe First Nation
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required

**\*\*This is a screeded position; only qualified applicants will be contacted\*\***