



## Peguis Child and Family Services Job Posting

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**Job Title:** Intake Worker

**Competition Number:** 2025-08-11 D

**Salary Range:** SP3-1+ \$58,271.00 (based on credentials and experience)

**Location:** Peguis or Winnipeg

**Type:** Full Time

**Date Posted:** Monday, August 11, 2025

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### Job Overview:

The Intake Worker provides a welcoming point of contact for clients. Their families/natural support systems and referral sources. They assess the client's situation, engaging in crisis intervention techniques, mobilizing teams and other more appropriate resources as needed and in a timely fashion, ensuring the safety of clients and staff, and all other duties as required in resolving child protection and support service needs. The Intake Worker reports directly to the Intake Supervisor.

### Key Responsibilities:

- Exceptional crisis intervention and risk assessment skills
- Seek out available resources and support
- Knowledge of collateral services/community resources and how to access them is required
- Submit monthly reports to the assigned supervisor
- Collect data and be able to present annual reports when requested
- Introduce programs and services to create health and Awareness for youth
- Other duties, as assigned.

### Qualifications:

- Knowledge of Peguis First Nation's Legislation the; Honoring our Children, Families and Nations Act
- Exceptional organizing and time-management skills
- Demonstrate organizational and interpersonal skills with excellent verbal and written communication skills
- Proficiency in Apple products – specifically the Mac operating system and software
- Maintain a high degree of professionalism, courteousness, and friendliness
- Self-motivated and dedicated team player
- Knowledge of Peguis First Nation Child Welfare Legislation Processes
- Valid Class 5 Driver's license and a Reliable means of transportation

### EDUCATION & EXPERIENCE:

- Minimum of one year of experience in social services or a related field
- Post-secondary training and/or Bachelor of Social Work Degree
- A combination of Experience and Education will be considered
- Administrative/clerical experience is an asset

**How to Apply:** Send a cover letter, resume, and three (3) references to:

**Email:** [hr@peguiscfs.org](mailto:hr@peguiscfs.org)

**Fax:** 204-632-7226

**Phone:** 204-632-5404

All applicants will be subject to satisfactory pre-employment drug test, criminal records, child and adult abuse registry and prior contact checks. Please cite the competition number and position in the subject line when submitting by email. We thank all who apply, however, only those candidates selected for an interview will be contacted. First Nation applicants are encouraged to self-identify as being of First Nations descent.

#### PEGUIS MAIN OFFICE

Box 610  
Peguis First Nation, MB R0C 3J0  
P: (204) 645-2049  
F: (204) 645-2558  
Toll Free: 1 (877) 777-2049

[peguiscfs.ca](http://peguiscfs.ca)

#### WINNIPEG OFFICE

500 Madison St.  
Winnipeg, MB R3H 0L4  
P: (204) 632-5404  
F: (204) 632-7226  
Toll Free: 1 (877) 632-5404