



# NORTH PEACE TRIBAL COUNCIL

Box 1889

High Level, Alberta T0H 1Z0

Phone: (780) 926-3446 Fax: (780) 926-4075

## INTAKE WORKER

The North Peace Tribal Council Child and Family Services are recruiting an Intake Worker at the administration office in High Level, AB. The Intake Worker is generally the first contact for local First Nation communities and families accessing child protection or family enhancement services.

### Duties and Responsibilities:

- Receive incoming calls; perform assessments to determine if services or a referral is required.
- Have strong interviewing skills, problem solving and conflict resolution skills.
- Be an effective and professional communicator, both orally and in writing.
- Have computer skills.
- Establish or enhance existing relationships with communities or various agencies to enable provision of services to children, youth and families.
- Willing to be on-call after hours including weekends as required.
- Understanding and working knowledge of Signs of Safety, Life Long Connections and Policy to Practice.

Qualifications: Degree or Diploma in Social Work and experience working in Child Protection is an asset. The successful candidate will have knowledge of the Child, Youth and Family Enhancement Act and be registered with the Alberta College of Registered Social Workers or must obtain registration within six months of employment.

### Additional Requirements:

- Provide a clear Criminal Record and Child Intervention checks.
- Provide a valid Driver's License.
- Knowledge of the languages and cultures of the NPTC member First Nations would be an asset.

Submit your resume with three references to:

North Peace Tribal Council  
Box 1889  
High Level, AB T0H 1Z0  
Fax: (780) 926-4075  
Email: [jobs@nptc.ca](mailto:jobs@nptc.ca)

Competition will remain open until a suitable candidate is found.