



**Opaskwayak Health Authority  
Beatrice Wilson Health Centre  
External Job Posting  
Intake Worker – Indefinite Term**

Opaskwayak Health Authority is seeking 1 qualified individual to fill the role of **Intake Worker (Indefinite Term)** in the Jordan's Principle program.

**Job Summary**

Reporting to the ICT RN Coordinator for the Specialist Clinic, the Jordan's Principle Intake Worker (JPIW) is an essential front-line worker. The Intake Worker will receive requests for service(s); determine and implement services needed and direct referrals to appropriate resources. The Intake Worker will strive to achieve holistic outcomes that will contribute to the quality of life for First Nations children living on and off-reserve and to ensure equality is present during service delivery.

**Position Requirements:**

- Grade 12 or GED equivalent (required)
- Certificate in Administration or Early Childhood Educator (required)
- Must have a strong understanding of FHNIB Jordan's Principle Canadian Human Rights Tribunal Rulings, NIHB coverage, and practice organizational & cultural competencies to the highest level.
- 2 years of Intake Work & Experience (required)
- 2 years of experience providing care to a First Nations population (required)
- Experience in promoting best practices in Indigenous service delivery
- Experience working in a fast-paced and evolving environment with a concentration in service delivery
- Experience coordinating family related services for complex issues
- Valid Manitoba Class 5 Driver's License & daily access to a vehicle (required)
- First Aid (preferred)
- CPR (preferred)
- ASIST (preferred)
- Mental Health First Aid for First Nations (preferred)
- Motivational interviewing certificate (asset)
- Trauma informed practice certificate (asset)
- Proficient in Microsoft Office – Word, Excel & Outlook (required)
- Satisfactory employment record including attendance at work

**Closing Date: Open until filled.**

**Applications Must Include:**

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (2 supervisor or manager and 1 colleague) – or – contact information for same (include position/title, current place of employment, phone number & email).
- **Personal contact information** (phone & email)

Your application will not proceed to interview without this information. Please note that only those selected for an interview will be contacted.

**The successful candidate will be required to provide a valid Criminal Record Check with Vulnerable Sector, an Adult Abuse Registry Check, and a Child Abuse Registry Check – no more than a year old (or proof of applications – receipts) prior to commencing employment with OHA.**

**This is a preference competition.** All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous applicants. Applicants are requested to self-declare at the time of application.

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

**Human Resources**

Opaskwayak Health Authority  
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0  
Email: [hr@ocnhealth.com](mailto:hr@ocnhealth.com)

Please mark all correspondence **"CONFIDENTIAL"**.

**Please visit our website:** [www.beatricewilsonhealthcentre.ca](http://www.beatricewilsonhealthcentre.ca) for job postings.