



## **Kitchenuhmaykoosib Inninuwug Dibenjikewin Onaakonikewin (KIDO) Maamao Dibenjikewin Kanawaabajikewin (MDK)**

*KIDO, the “KI Family Law”, has a vision is to create healthy self, healthy family, and healthy community. The emphasis of service is on family healing and maintaining connections within families and the community. KIDO’s mission is that our dibenjikewinan (families) can raise our awaashishag (children) and oshkaadizag (youth) in healthy homes.*

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### **Intake Worker Job Description**

#### **Position Summary:**

The Intake Worker is the point of contact for Kewiiwijihiikoosiwaach (“people who will want help” – similar to a service population in mainstream), when they call into the KIDO 24/7 toll-free number for their dibenjikewin members, others in the community and/or themselves. The KIDO line is contacted regarding a danendamihiiwewiidamaakewin (reported concern) and this position will be responsible for taking down initial information from people who call-in to receive Maamao Dibenjikewin Kanawaabajikewin (“MDK”) services of KIDO.

This will entail coordinating and contacting the KIDO staff that will provide MDK services to the awaashish, oshkaadiz or other members of a dibenjikewin that need assistance and/or support. This Intake Worker will need to understand the operations of KIDO and the positions in the KIDO Emergency Services Unit Team and the Dibenjikewin Oganawenjikeg (“DO” – family keepers) of KIDO. The Intake worker will also carry out the KIDO mission, their responsibilities, and will report to the DO Onaakatawapajike (Supervisor) that is closest to their location and has been assigned as their Onaakatawapajike.

#### **Qualifications and Requirements:**

1. Work experience of at least two (2) years with an understanding of awaashish, oshkaadiz, and dibenjikewin bimoojikewinan egwa wijihiiwewinan (child, youth and family programs and services) is preferred and experience in a working in emergency or after-hours response positions is an asset.
2. Completion of high school and any post-secondary education is an asset, but not necessary for this position if previous experiences are proven to meet all other qualifications.
3. Have an interest in learning new skills and upgrading educational level, for which on the job training will be provided, to carry-out services to dibenjikewin, awaashish and oshkaadiz of KI.



4. Working knowledge of the KIDO and MDK Service Model.
5. Good organizational and analytical skills to review and check forms are essential, with ability to work independently and collaborative in a team is necessary.
6. Must possess good verbal and written communication skills, including Anishiniimowin, the language of KI.
7. Preference given to those that have experience and understanding the history of KI, including the traditional culture and the impacts colonization has had on the community; but anyone without this will receive required training and a textbook on the community.
8. Must carry out the KIDO principles, mission, and values.
9. Computer literacy and typing skills are required; familiarity with computerized data systems is an asset.
10. Professional integrity and ability to maintain confidentiality are essential.
11. Ability to manage time of assigned duties and work flexible hours as required, including shift-work
12. A Criminal Record Check, with a Vulnerable Sector Check, is required.
13. Ability to travel is required (KI, Sioux Lookout, Thunder Bay); with potential for short-notice.

#### Duties and Responsibilities:

1. Must approach all their work based on love and compassion; and remain professional and set aside personal issues, keeping an open mind and not being judgmental.
2. Ensure any required documents reporting contact from or regarding Kewiijihikoosiwaach are completed and KIDO staff responding to the Intake Worker requests to provide MDK services have the appropriate forms available and ready for use.
3. Work and consult with KIDO staff to provide appropriate responses to calls that are received by the Intake Worker.
4. Review *Handbook 1A: Verification of Danendamihiiwewin (Concerns)* to report the appropriate level of danendamihiiwewiidamaakewin (reported concerns) to KIDO staff and understand these guidelines of KIDO responses to calls that come in.
5. Report to the assigned DO Onaakatawapajike (Supervisor) at the closest location for reviews, documents and update on assigned duties.
6. Work with Emergency Services Unit Team and other DO Onakatawapajike as required to coordinate appropriate responses.



7. Work as a team alongside other KIDO staff showing respect and understanding.
8. Follow and understand the MDK Policy, KI Human Resources Manual and other required guiding documents for Intake Workers and KIDO staff.
9. Participate in training and complete training required under KIDO.
10. Understand the traumas of the dibenjikewinan that interact with their office to identify underlying causes and/or persistent issues that need to be addressed through specific approaches and program focuses.
11. Encourage empowerment and healing of all dibenjikewinan of KI.

*NOTE: While formal education is listed in the qualification section the hiring committee will consider it favourably when the candidate themselves is from KI and have local knowledge of the community, reserve life, and culture. For example, they know and have a relationship with the homelands, know KI spirituality, know the prayers, the landscapes, the waters, the people, the way we view our elders, the challenges of living in a remote reserve and can show a commitment to helping awaashish, oshkaadiz egwa dibenjikewinan of KI. It will also be an asset if the candidate can walk their talk, for example, lives a healthy lifestyle themselves and have a healthy dibenjikewin life.*