



**SERDC
HEALTH**

Southeast Resource Development Council Corp.

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Employment Opportunity

TERM POSITION

Intake Coordinator

Southeast Resource Development Council Corporation (SERDC) is seeking individuals who are community-driven and are willing to make a difference in First Nations health.

BERENS RIVER

The Intake Coordinator will be a point of contact for clients. This role is integral and requires the ability to communicate with staff and clientele in a fast-paced environment, with a high level of professionalism and confidentiality being crucial in this role.

BLOODVIEN

The Intake Coordinator must be dependable and reliable with excellent administration and clerical skills. The incumbents will provide highly effective and confidential administration, under the supervision of the Site Manager and Director of Health Programs.

BROKENHEAD

Position Responsibilities

HOLLOW WATER

- Act as the initial point of contact for clients.
- Process, verify, and record new client intake forms/referrals for client service following SERDC AIA policy and procedures.
- Capacity to work well under tight timelines while remaining flexible, proactive, resourceful, and efficient.

LITTLE BLACK RIVER

- Exceptional written and verbal communication and interpersonal skills.
- Attention to detail, well organized, and flexible.
- Handle confidential information in a professional and discrete manner.
- Coordinators will ensure that all documents are properly prepared including client documents (i.e. consents, summary sheets, and correspondences) in client charts.

LITTLE GRAND RAPIDS

- Support other multi-disciplinary team members with related duties when required.

PAUINGASSI

- Promote the wellbeing of clients and staff of the SERDC AIA site, in accordance with SERDC Health policies and procedures.
- Exercise professional conduct with the ability to empathize, support, and respect clients and staff.

POPLAR RIVER

- Participate in all meetings as required and identified by site manager.
- Skills and experience in both administrative and clerical duties.
- Communicate pertinent information with appropriate collaterals, staff, and site manager, while upholding client confidentiality.
- Respond to all SERDC AIA internal/external enquiries in a professional manner.
- Multi-task, prioritize, and self-manage day-to-day work responsibilities.
- Attention to detail and a dedication to accuracy pertaining to all client intake documentation.
- Maintain appropriate file system and records, ensuring client

- confidentiality.
- Apply best practices when performing job duties in Intake, Client daily needs and requests, and discharge (i.e. cultural competency and client centeredness).
 - Ensuring deadlines are met and capability to remain calm and make effective decisions with sound judgement.
 - Work independently and effectively as a team member - work well with others and is confident in all aspects.
 - Adhere to SERDC AIA site, in accordance with SERDC Health policies and procedures.
 - Undertaking of other tasks, as assigned.

Qualifications

Essential:

- Successful completion of a recognized post-secondary administrative program. Grade XII or equivalent. Combination of education & experience as determined by SERDC.
- 1-2 years administrative/office clerical experience.
- Exceptional written and verbal communication skills with a strict attention to detail.
- Possess strong interpersonal skills to maintain relationships with clients', co-workers and the public.
- Ability to prioritize under pressure, with excellent time management skills.
- High proficiency with Microsoft Office applications
- Possess exceptional organizational skills, work independently, take initiative, and have a strong work ethic.
- Ability to work effectively as a team member - work well with others and is confident in all aspects.
- Capable to lift at least 30lbs.
- Capable and flexible to work shift hours: 8:00am-4:00pm/12:00pm-8:00 p.m.
- Individuals must be double vaccinated and provide proof of vaccination

Desired:

- Ability to communicate/speak in a First Nations language(s) (i.e. Ojibway/Cree/Oji-Cree, etc.) and/or previous exposure to First Nations communities and cultures would be a definite asset.

Conditions of Term Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

SERDC recognizes the importance of building an exemplary service delivery organization that is equal, inclusive, and reflective of the population it serves. Preference will be

given to qualified SERDC or First Nation members who voluntarily self-declare in their application.

*****Reasonable accommodation is available upon applicant request.**

This is a term position until March 31st, 2022. Consideration will be given to those hired for the term position for future full time permanent roles within SERDC. We thank all applicants for their interest in this opportunity; however, only those selected for interviews will be contacted.

Deadline for application: Ongoing (**based on program demand**). Incomplete applications will not be accepted. Please send an up-to-date cover letter and resume in confidence to:

Site Manager

West St. Paul, MB

Email: aiaapplications@serdc.mb.ca