



EMPLOYMENT OPPORTUNITY

Intake Assessment Worker

Posted Date: 20 June 2023

Closing Date: open until filled

Kackaamin Family Development Centre requires a kind, friendly, and organized Intake Support Worker to join our team!

The responsibilities focus on patient communications as a first point of contact for clients, supporting a safe, effective intake assessment for clients, support to referral workers and the Intake Coordinator, processing intake forms, and other relevant duties during weekday regular business hours.

Job Requirements:

- Prior experience with trauma-informed practice and knowledge of intergenerational trauma
- Degree in Human Services, or equivalent training and experience
- Openness to learn about Kackaamin practice philosophy and goals of care
- Sobriety/abstinence from alcohol, marijuana, and other substances
- Experience and/or training in front desk/office administration
- Strong interpersonal and communication skills
- Computer skills (Microsoft Word, Excel, PowerPoint, etc.)
- Class 5 license is required
- Must have criminal record check (CRRP)

All applicants will be screened according to suitability. Interested applicants please submit your resume with a cover letter along with your references to the Executive Director, Lisa Robinson, at lisa.r@kackaamin.org and/or the Administrator, Cheryl Guineau, at cheryl.g@kackaamin.org.

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