



Chippewas of the Thames First Nation

320 Chippewas Road Muncey, ON N0L 1Y0

Phone 519-289-5555 Fax: 519-289-

Chippewas of the Thames First Nation is accepting applicants for the position of:

Intake & Assessment Worker

Department: Child, Youth, and Family Well-Being Services
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON and/or London satellite office
Posting Date: November 17, 2025
Posting Closes: December 8, 2025

Summary:

The Intake & Assessment Worker plays a key role in supporting access to culturally safe, trauma-informed, and wholistic mental health services for children, youth, adults, and families within Chippewas of the Thames First Nation. This position provides the first point of contact for clients, gathering information, conducting culturally appropriate assessments, and ensuring referrals to both traditional and Western supports as needed. The Intake and Assessment Worker is an integral part of the Mental Health Team including consultation and clinical perspective. Guided by the Seven Sacred Teachings and community protocols, the Intake & Assessment Worker ensures that each client's journey begins with respect, compassion, and safety.

Responsibilities:

- Serve as the first point of contact for individuals, families, and community members seeking mental health services, and provide a welcoming, respectful, and confidential intake process that reflects First Nation values.
- Explain available services, supports, and healing options, including both traditional and Western approaches.
- Conduct comprehensive strength-based assessments of client needs, resources, and goals using wholistic frameworks (physical, emotional, mental, and spiritual).
- Develop initial care or service plans in partnership with clients and families, ensuring cultural safety and inclusivity.
- Refer clients to appropriate internal programs, Cultural Practitioners, community resources, or external partners.
- Work closely with the Manager, mental health staff, and community partners to ensure seamless service coordination.
- Respond to clients in crisis when navigating external systems to ensure access to service.
- Maintain strong working relationships with Elders, Knowledge Keepers, and other cultural supports to ensure balanced pathways of care.
- Maintain clear communication and initiates debriefing opportunities with direct supervisor when required and needed.



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- Maintain accurate, confidential, and up-to-date intake records and assessment documentation.
- Support program evaluation by contributing to data collection, reporting, and quality improvement processes.
- Document triage decisions, rationale, and follow up plans in accordance with organizational and community protocol.
- Respect and follow Chippewas of the Thames First Nation cultural protocols during assessments and referrals.
- Engage in ongoing cultural learning, including participation in ceremonies and teachings to strengthen practice.
- Assists and participates in staff and department meetings, and in Community events both on the First Nation, as well as in our Treaty territory, when required and needed.

Qualifications:

- A Bachelor's Degree in Social Work, Psychology, Indigenous Studies, or an equivalent combination of education and relevant experience.
- Minimum 3 years' experience in intake, assessment, or front-line service within a health, social service, or First Nation community setting.
- Experience working with First Nations, with understanding of intergenerational trauma, colonization, and community wellness approaches.
- Knowledge of traditional healing practices, ceremonies, and cultural teachings.
- Current First Aid/CPR certification.
- Must possess a valid "G" driver's license and insured vehicle.
- Must possess and maintain a clear CPIC and Vulnerable Sector Screen/Check.

Hiring of Indigenous people will be given preference, please identify.

Interested applicants, please submit a cover letter, resume, three work related references, and photocopies of education documents to:

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate **"Intake & Assessment Worker"** in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.