

EMPLOYMENT OPPORTUNITY

Intake Screener

Posted: December 2025

Schedule: Monday – Friday

8:30-4:30 (some weekends)

Closing Date: Until filled

Wage: \$27.00–\$33.24/hour

About the position:

Kackaamin Family Development Centre is hiring an Intake Screener for their Rebuilding the Circle Program. More info about the RTC program can be found here: <https://www.kackaamin.org/programs/rebuilding-circle-rtc>

Key Responsibilities:

- Conduct intake screenings through phone, email, or in-person contact
- Document all client interactions accurately in logs and the case management system
- Maintain strict confidentiality and follow organizational privacy policies

Job Requirements:

- Trauma-informed approach
- Experience with Indigenous-led or culturally grounded organizations an asset
- Proficient in Microsoft Office and able to learn new software
- 3+ years sobriety/ willingness to sign an oath of abstinence

Qualifications:

- Post-secondary education in administration, social services/ related field OR
- Experience in administrative/ program support roles
- Criminal Record Check
- Valid driver's license or access to transportation
- Availability for occasional evenings and weekends

Applicants will be screened according to suitability. Interested applicants please submit your resume with a cover letter along with your references to apply@kackaamin.org.

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