



Intake Social Worker - Bilingual

Customer Care · Windsor, Ontario

INTAKE SOCIAL WORKER - Bilingual

Job Category: Intake Social Worker

Department: Customer Care

Work Location: 1770 Langlois Ave.

Job Type: Full-time, permanent

Shift Information: Monday to Friday, 35 hours per week.

Number of Positions Open: 1

At Family Services Windsor-Essex (FSWE), we give people the tools they need to solve their problems and make positive changes in their lives. As a non-profit, charitable organization, we provide counselling and support for people to build resiliency and restore their ability to choose their own place in the world. We aim to help people feel valued and included, maintain mental wellness, and meet basic needs.

FSWE staff recognize the meaningful contribution they make in the community. Our competitive benefits package, weekly wellness release time, flexible work hours, and paid sick days reflect our commitment to families. If you want work that encourages innovation and continuous improvement, while making Windsor-Essex a better place to live, you belong on our team.

In support of the mission and mandate of Family Services Windsor-Essex (FSWE), the incumbent provides intake services to all programs of FSWE.

Job Specific Duties and Responsibilities

- Accept, complete and schedule all telephone and walk-in requests for support in a multi-service agency.
- Working in cooperation with other community services to identify needs of our clients and make appropriate referrals.

- Recording accurate and complete intake registration information into the client management software.
- Liaising with other Family Service agencies and community partners.
- Working within a dynamic team setting.

Education and Experience Required:

- Bachelor or Master of Social Work required
- A Registered Social Worker designations from the Ontario College of Social Workers or College of Registered Psychotherapists
- Experience in the field of Social Work preferred
- Well-developed clinical skills

Special Skills, Knowledge and Training:

- Knowledge of community resources in Windsor and Essex County is essential.
- Proven computer literacy. Experience using Microsoft Office Suite, including but not limited to Excel, Word, PowerPoint.
- The ability to work under pressure in a fast paced environment.
- Must be flexible and able to multi-task.
- French language required

Family Services Windsor-Essex is an equal opportunity employer, strongly committed to fostering diversity, inclusion, and justice within our community and team. We welcome applications from people who reflect the diversity of our community, including members of racialized communities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Does this sound like you?

[Apply for this Job](#)

We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.

Family Services Windsor-Essex is committed to providing a barrier-free interview process and work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Family Services Windsor-Essex will make accommodations available to applicants with disabilities upon request during the recruitment process; if you are contacted regarding a job opportunity, please let us know if you require accommodation.

