



## **CREE NATION CHILD & FAMILY CARING AGENCY**

### **JOB OPPORTUNITY**

**POSITION:** CFSIS Specialist – Permanent Position  
**OFFICE:** Regional Office  
**LOCATION:** Opaskwayak, Manitoba

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*Cree Nation Child & Family Caring Agency (CNCFCA) is responsible for administering and providing for the delivery of Child and Family Services. CNCFCA is dedicated to providing comprehensive CFS Services that are community-based and incorporate both protection and prevention services.  
Our agency will strive to maintain family unity.*

#### **POSITION SUMMARY:**

Under the direction of the Service Manager, the CFSIS Specialist will be responsible for the overall work plan with regards to meeting and maintaining CFSIS and Intake compliance. The CFSIS Specialist will implement procedures and work plans for ensuring that all relevant information is collected and updated into the database system from all units. The CFSIS Specialist will assist with training others to promote the ongoing use of CFSIS in the Agency and also assist the Quality Assurance Coordinator with ensuring the agency is in compliance with the Child & Family Services Applications System.

#### **RESPONSIBILITIES:**

- CFSIS monitoring
- Program Implementation
- CFSIS training
- Compliance Reviews

#### **QUALIFICATIONS:**

- Administrative Assistant Diploma.
- Two years of administrative experience
- Presentation and teaching skills is an asset
- Must be familiar with Manitoba Child & Family Services Act, Regulations & Standards, Regulations.
- Excellent interpersonal skills
- Team building skills
- Excellent written, communication and organizational skills
- Detail oriented; able to multitask and meet deadlines
- Knowledge of office and administrative procedures and related equipment (preferred)
- Maintain strict confidentiality
- Ability to use a variety of computer applications such as Microsoft Word, Excel, Outlook, PowerPoint and database systems. Must be proficient in Microsoft Excel.
- Ability to use a variety of computer applications including CFSIS and FACTS

**CONDITIONS OF EMPLOYMENT:**

- Must pass a criminal records check, child abuse and prior check
- Cannot be active on a protection case
- Travel is required
- Must have a valid Manitoba driver's license
- Must be able to provide own vehicle for work
- Other duties related to the position may be assigned

**Deadline: September 20, 2024 @ 4:00 pm**

**SUBMIT COVER LETTER & RESUMES ALONG WITH THREE (3) REFERENCES MARKED  
“PERSONAL & CONFIDENTIAL” TO:**

Human Resources Manager  
Cree Nation Child & Family Caring Agency  
Box 10130  
Opaskwayak, MB R0B 2J0  
Fax: 204-623-3847  
Email: [hr@creenation.ca](mailto:hr@creenation.ca)

*We thank all who apply and advise that only those selected for further consideration will be contacted.*

**“Please visit our website at <https://creenation.ca>”**