



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

**POSITION: Training Coordinator – 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 supervision of the Human Resource Manager, the Training Coordinator will be responsible for designing, organizing, scheduling, and directing a wide range of training activities for the organization. The Training Coordinator will collaborate with the Unit Supervisors and Coordinators to identify training needs for all employees. The overall goal of the Training Coordinator is to provide and have confident and highly trained front-line workers.

### **RESPONSIBILITIES:**

- Program Design
- Program Implementation
- Monitoring and Documentation
- Reviews

### **EDUCATION AND EXPERIENCE:**

- Bachelor of Social Work (BSW) or related undergraduate degree in Human Services (preferred)
- Must have a minimum of five years child welfare working directly with clients
- Must have supervisory experience
- Knowledge of Manitoba CFS Act and CFS Standards
- Comprehensive knowledge of child welfare theory and practice and demonstrated experience in the development and provision of education and training within child welfare environments
- Experience in providing and leading training or educational sessions, including being comfortable presenting to large groups
- Computer skills are a definite asset: Microsoft (Teams, PowerPoint, Word, Excel)
- Experience in curriculum development
- CFSIS is an asset

### **CONDITIONS OF EMPLOYMENT:**

- Must pass a criminal records check, child abuse and prior contact check
- Cannot be active on a protection case
- Must have a valid Manitoba driver's license
- Must be willing to travel
- Other duties related to the position may be assigned

**Deadline: April 28, 2025 @ 4:00 pm**

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

Human Resource 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>”**