



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Case Aide – Permanent Position

OFFICE: Sapotaweyak Sub Office

LOCATION: Sapotaweyak, Manitoba

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:

The Case Aide will provide administrative and service functions within a child welfare service unit under the supervision of a CFS Worker. The Case Aide will assist CFS Workers with a variety of tasks inclusive of support to children in care and services to families.

RESPONSIBILITIES:

- Coordinates, schedules and supervise family visits
- Submits special needs letters
- Submits paperwork to various departments
- Compiles information
- Assists in the compilation of information for court related documents-Service of court documents
- Assist in documenting case notes of families and children
- Assists with file organization and completion of case documentation as necessary
- Provides coverage when needed

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent
- Ability to converse fluently in Cree (preferred)
- Diploma or certificate as an Administrative Assistant or equivalent skills and knowledge
- At least two (2) years of Administrative experience

CONDITIONS OF EMPLOYMENT:

- Must pass a criminal records check, child abuse registry check and prior contact check
- Cannot be active on a protection case
- Must maintain absolute confidentiality in accordance with agency requirements
- May be assigned to provide coverage or support for other office locations from time to time and as required
- Other duties related to the position may be assigned.

Deadline: September 10, 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

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>”