



CREE NATION CHILD & FAMILY CARING AGENCY

JOB OPPORTUNITY

POSITION: DIA Intake Supervisor – Permanent Position

OFFICE: Designated Intake Office

LOCATION: The Pas, 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 Intake Supervisor will work together with the Service Manager to ensure that all aspects of agency services meet the requirements of the Child and Family Services Act, the First Nations mandate, provincial licensing and service standards, as well as the agency's mandatory policies and procedures.

RESPONSIBILITIES:

- General Supervision
- Leadership
- Service Delivery
- Financial and Operational Requirements
- Human Resources
- Workplace Safety and Health
- Training & Development
- Unit Activity and Performance Report

EDUCATION & EXPERIENCE:

- Bachelor of Social Work (BSW) with 3 to 5 years experience in child welfare or
- Work experience in Child and Family Services with demonstrated knowledge of child development, family centered service, early intervention, family support and community-based services
- Ability to converse fluently in Cree (preferred)
- Minimum 2 years supervisory experience within an aboriginal child welfare environment
- Workplace Safety and Health
- Excellent assessment, intervention and writing skills
- Knowledge of the Child and Family Services Act and provincial standards
- Understanding of child development theory and practice
- Knowledge of available resources within the community (formal and informal)
- Knowledge of Family Systems theory
- Working knowledge of child abuse
- Ability to use a variety of computer applications such as Microsoft Word, Excel and data base systems
- CFSIS and FACTS information systems (preferred)

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.
- Varied amounts of travel required within this position.
- 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 12, 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 R0B2J0
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>”