

CREE NATION CHILD & FAMILY CARING AGENCY

JOB OPPORTUNITY



POSITION: Service Manager – 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:

As a member of the Management team and reporting to the Executive Director, the DIA Service Manager will be responsible to lead, manage, and direct assigned staff in the delivery of agency programs and services within the service unit. The DIA Service Manager will also be assigned responsibilities for specific liaison, special projects, policy or reporting functions. As a member of the Management team, the DIA Service Manager participates in the establishment and review of the agency strategic plan.

RESPONSIBILITIES:

- Leadership & Planning
- Service & Delivery
- Financial & Operational Requirements
- Human Resources
- Other duties related to the position may be assigned

EDUCATION AND EXPERIENCE:

- Bachelor of Social Work (BSW)
- 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)
- 5 years supervisory/management experience within an aboriginal child welfare environment
- Workplace Safety and Health
- Knowledge of AJI-CWI Devolution
- 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 database 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 3, 2025 @ 4:00 pm

**SUBMIT COVER LETTER & RESUME 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

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>”