



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

**POSITION:** Case Aide – Unit B – 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:**

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 social 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
- Other duties as assigned

### **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 and prior check
- Cannot be active on a protection case
- Varied amounts of travel 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: December 17, 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>”  
for complete job advertisement details**