



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Indigenous Registration Administrator – Permanent Position
OFFICE: Regional Office
LOCATION: Opaskwayak, 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:

Under the supervision of the Executive Administrative Assistant, the Indigenous Registration Administrator plays a key role in supporting the registration of eligible children in care in obtaining their treaty status. Ensures that all required documentation is accurately completed and submitted to the appropriate registration authority.

RESPONSIBILITIES:

- Collect information on the Children in Care
- Register Children in Care for Treaty Status
- Reporting. Responsible for maintaining a complete and thorough record of all children in care who have been registered.

EDUCATION & EXPERIENCE:

- High School diploma or equivalent
- Post Secondary Diploma as an Administrative Assistant or equivalent skills and knowledge
- At least three (3) years of administrative experience
- Ability to converse fluently in Cree (preferred)
- Ability to use a variety of computer applications such as Microsoft Word, Excel, Outlook, PowerPoint and database systems
- Good organizational skills and working knowledge of office and administrative procedures and related equipment (preferred)
- Self-motivated, able to work as part of a team or independently
- Excellent oral and effective communication skills (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
- Some travel may be required
- Must have a valid Manitoba driver's license
- Other duties related to the position may be assigned.

Deadline: April 24, 2026 @ 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 <http://creenation.ca> ”