



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

**POSITION:** Federal Intake Coordinator  
**OFFICE:** Designated Intake Office  
**LOCATION:** The Pas, 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 Federal Intake Coordinator will work together with the DIA 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. The Intake Coordinator will be responsible to assist the DIA Manager in leading, managing and directing assigned staff in the delivery of agency programs and services within the unit.

### **RESPONSIBILITIES:**

- General Supervision;
- Leadership;
- Service Delivery;
- Financial and Operational Requirements;
- Human Resources;
- Training and Development;
- Unit Activity and Performance Reporting;
- Workplace Health and Safety;
- Other duties as required by the Service Manager.

### **EDUCATION & EXPERIENCE**

- Bachelor of Social Work (BSW) with 3 to 5 years experience in child welfare (required) or;
- Bachelor of Arts (BA) with relevant experience in counselling and child welfare (3 to 5 years) (required);
- Prior supervisory experience in a child welfare agency (preferred);
- Ability to speak fluently in Cree (preferred);
- Experience in Indigenous Child and Family Services (preferred);
- Knowledge of the theory and practice of social work;
- Leadership skills to direct, plan, organize service delivery;
- High communication skills to maintain effective communication channels with agency staff, community agencies, groups, and general public;
- Ability to resolve difficult and contentious case management and service issues.

### **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 by the DIA Service Manager.

**Deadline: June 22, 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@creecreation.ca](mailto:hr@creecreation.ca)

*We thank all who apply and advise that only those selected for further consideration will be contacted.*

**“Please visit our website at <https://creecreation.ca>”**