



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Resource Administrative Assistant – Permanent Position
OFFICE: Regional Office – Unit B
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 Service Manager, the Administrative Assistant provides administrative support services to the unit as required. Administering documentation relating to support workers, foster homes and respite workers. The Administrative Assistant maintains strict confidentiality in performing all duties.

RESPONSIBILITIES:

- Types, edits, formats and transcribes reports, forms, correspondence, files, recordings, minutes, case planning notes and other material as assigned by the Service Manager. Composes routine correspondence and maintains templates.
- Assists with photocopying, faxing and other administrative duties as assigned.
- Prepare foster care licensing packages and Support Worker applications.
- Maintain incoming and outgoing mail for the resource unit.
- Enters information on the CFSIS and FACTS databases
- Monitors and operates office equipment within the resource unit.
- Maintain filing system for foster homes and support workers.
- Maintain a master listing of all foster homes
- Maintain stats for the resource unit.
- Provides support to other administrative staff as needed

EDUCATION & EXPERIENCE:

- Post Secondary Diploma or equivalent
- 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)
- 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.
- May be assigned to provide coverage or support for other office locations from time to time and as required.
- Other duties related to the position may be assigned.

Deadline: September 25, 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 <https://creenation.ca>”