CREE NATION CHILD & FAMILY CARING AGENCY
JOB OPPORTUNITY

POSITION: Intake Worker – 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:
Under the supervision of the DIA Intake Supervisor and as required under the Child and Family Services Act, the Intake Worker assesses requests for service with reference to risk of children, functioning of families and service needs of families, provides crisis intervention, initiates child protection investigations, apprehends children at risk and places them in appropriate and/or available placements, initiates referrals to other community collaterals as required, and completes written reports, file recordings, forms and correspondence.

RESPONSIBILITIES:
- Receive & Assess Requests for Service
- On-Site Risk Assessment
- Determine & Implement Service
- Documentation, Practice & Relationship Building

EDUCATION AND EXPERIENCE:
- Bachelor of Social Work (BSW) or related undergraduate degree in Human Services
- Work experience in Child & Family Services with demonstrated knowledge of child development, child abuse, family-centered service, early intervention, family support and community-based services
- Excellent assessment, intervention and writing skills
- Knowledge of the Child and Family Services Act and provincial standards
- Understanding of child development and child abuse theory and practice
- Knowledge of available resources within the community
- Ability to use a variety of computer applications such as CFSIS and FACTS
- Ability to converse fluently in Cree (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.
- 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: November 13, 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" for complete job advertisement