



***Island Lake First Nations Family Services***  
*is seeking applicants for a*  
***CASE AIDE WORKER – Winnipeg Sub Office***  
***1 FULL TIME POSITION***

**BACKGROUND**

Island Lake First Nation Family Services was originally established and operated under the auspices of the Awasis Agency of Northern Manitoba on April 30, 1983. On April 21, 1997, Island Lake First Nation Family Services was incorporated as its own agency.

Island Lake First Nations Family Services consists of four communities: Garden Hill First Nation, St. Theresa Point First Nation, Wasagamack First Nation, and Red Sucker Lake First Nation with the total population of well over 10,000 people.

**SUMMARY**

Reporting to the Unit Supervisor, the Case Aide will be assigned specific tasks related to the development and implementation of a case plan involving children and families. The incumbent will be assigned specific duties to ensure that all parts of the case plan are carried out as per Agency Standards.

**KEY RESPONSIBILITIES**

- Assist Case Managers in implementation of case plans. This includes but is not limited to home visits, school attendance, hospital visit and related activities.
- Provide updates and input on case plans to be included in transfer summaries, children in care forms, and closing summaries.
- Provide written documentation to case manager on all case related activities including but not limited to; Transport; School Contacts; Home Visits; Oversee Family Visits (supervised/unsupervised); assist in assuring children/families attend medical appointments. Case management of Children in Care and families by complying with CFS Act and program standards.

**QUALIFICATIONS**

- Post-Secondary Diploma/ Certificate in Social Services.
- Minimum two years' experience in the related field.
- Ability to work well under pressure, meet deadlines and work with minimum supervision.

- Proficient in MS Office Programs (Word, Excel, PowerPoint, and Outlook).
- Knowledge of the Child and Family Service Information System would be an asset.
- A valid driver's license and access to vehicle is required.
- Ability to speak Oji-cree would be a definite asset.

**SALARY:** **Starting Salary will be commensurate with qualifications and experience. The range for the classification is \$52,295 - \$58,839 annually.**

**COMPETITION #:** **00014 - 26**

**APPLICATION DEADLINE:** **May 11, 2026 @ 4:30pm**

Island Lake First Nations Family Services provides competitive compensation, excellent benefits including matching pension plan, and a positive work environment.

### **HOW TO APPLY**

Interested applicants are encouraged to forward their cover letter, resume, and include the competition #, along with three (3) professional references. One (1) reference must be from a direct supervisor with your most recent employer. Consent to contact references is also required.

**Human Resources  
Island Lake First Nations Family Services  
Email: [hr@ilfnfs.ca](mailto:hr@ilfnfs.ca)  
Fax: 204-783-3088**

Preference will be given to Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter.

**AS A CONDITION OF EMPLOYMENT, THE SUCCESSFUL/CANDIDATE WILL BE REQUIRED TO SUBMIT A CLEAR SATISFACTORY CRIMINAL RECORD CHECK (INCLUDING VULNERABLE SECTOR CHECK), CHILD ABUSE CHECK, AND WILL BE SUBJECT TO A PRIOR CONTACT CHECK.**

**WE THANK ALL WHO APPLY AND ADVISE THAT ONLY THOSE SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED.**

Please visit our website at [www.ilfnfs.ca](http://www.ilfnfs.ca)