



***Island Lake First Nations Family Services***  
*is seeking applicants for an*  
***WPG INTAKE 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**

The Intake Worker provides a welcoming point of intake case services to children, and families. The Intake worker will assess, gather, prioritize, and screen information to provide emergency responses to whether child welfare services are necessary or appropriate within the mandate of the child and family Services Act.

**KEY RESPONSIBILITIES**

- Case management of Children in Care and families by complying with CFS Act and program standards.
- Complete necessary administrative duties.
- Collect data and able to present when requested.
- Receive and record all incoming calls when the assigned case manager is unavailable.
- Screening, assessing, transferring the information to units in an appropriate response time.
- Other duties as assigned.

**QUALIFICATIONS**

- Bachelor of Social Work (BSW), or equivalent education and experience in the field of Child and Family Services.
- Knowledge of the Child and Family Services Act, Child and Family Services Authority Act, AJI-CWI, the Act Respecting First Nations, Inuit, Metis, Child, Youth, and Families, and Provincial Case Management Standards.
- Ability to use a variety of computer applications (i.e., word, excel, outlook), and CFSIS.
- Ability to work effectively under pressure and manage workload in a team environment.
- Good communication skills (verbal and written).
- Knowledge working with Indigenous organizations and/or communities.
- Knowledge of Child and Family Services Information System would be an asset (CFSIS).
- Must possess a valid MB driver's license and access to a reliable vehicle.

**SALARY:** Starting Salary will be commensurate with qualifications and experience. The range for the classification is \$60,011 – \$78,943 Annually.

**COMPETITION #:** 00015 - 26

**APPLICATION DEADLINE:** May 21, 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**

Applications must include the competition #, a cover letter, current resume, and a list of 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 qualified Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. All Indigenous applicants, please self-identify in your 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)**