



ISLAND LAKE FIRST NATIONS FAMILY SERVICES

*Head Office:
Garden Hill First Nation
Garden Hill, Manitoba R0B 0T0*

*Phone: 1-204-456-2015
Fax: 1-204-456-2641*

EMPLOYMENT OPPORTUNITY

POSITION: Case Aide Workers – Permanent x 2
LOCATION: St. Theresa Point Sub-Office

POSITION SUMMARY:

Under the supervision of the Unit Supervisor the Case Aide provides support services to child and family services staff responsible for working with children and families in the Island Lake Communities as per Child and Family Services (CFS) Act, the Standards and Objectives set by Island Lake First Nations Family Services.

KEY RESPONSIBILITIES:

- Provide Support to Child and Family Services Workers with paperwork.
- Provide backup when Child and Family Services Workers are away from the office;
- Assist CFS Workers when home visits occur;
- Other duties as listed in the job description.

QUALIFICATIONS:

- Post-Secondary education or Grade twelve/Equivalent with a minimum of two years direct experience in the field of Child and Family Services.
- Knowledge of the Child and Family Services Act and the Family services authority Act;
- Demonstrated organizational skills, interpersonal communication and strong written skills, and ability to work independently as well as part of the team;
- Possess strong case management, planning, analytical, assessment and problem solving skills;
- Knowledge of community resources and collateral services;
- Proficiency in computers and knowledge of software programs;
- Must have a Manitoba's Driver's license;
- Knowledge and respect for the customs and traditional philosophy of the Island Lake region;
- Knowledge and the ability to speak both English and Oji-Cree would be an asset.

SALARY: The starting salary will be commensurate based on qualifications and experience. The classification range is \$53,301.00 – \$64,283.00 annually.

COMPETITION #: 00034-25

APPLICATION DEADLINE: December 11, 2025 @ 5:00 PM

Sub-offices:

*St. Theresa Point, Manitoba
R0B 1J0
Phone: (204)462-2114*

*Wassagamach, Manitoba
R0B 1Z0
Phone: (204)457-2469*

*Red Sucker Lake, Manitoba
R0B 1H0
Phone: (204)469-5444*

*Winnipeg, Manitoba
103-1821 Wellington R3H0G3
Phone: (204)987-9444*



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Interested applicants are encouraged to forward their cover letter, resume, along with three professional references.

ATTN: Human Resources
Island Lake First Nations Family Services

E-mail: hr@ilfnfs.ca
Fax: 204-456-2641

ALL APPLICANTS WILL BE SCREENED AND SUBJECTED TO PRIOR CONTACT, CRIMINAL CHILD ABUSE REGISTRY CHECKS. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

Please visit our website at www.ilfnfs.ca!

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