



Island Lake First Nations Family Services
is seeking applicants for a
Family Support Connector – 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 Transitional Planning Coordinator, the Family Support Connector will provide appropriate resources to meet the needs of the children, youth, and parent(s).

KEY RESPONSIBILITIES:

- Recruit Family Support Workers.
- Maintain updated filing systems, databases, and documentation for all Family Support Workers.
- Ensure all Family Support Workers have satisfactory Child Abuse Registry, Prior Contact, and Criminal Record checks and driver's abstract are completed.
- Identify suitable Family support Workers for families and children.
- Assist and participate with the implementation of care plans for families with CFS Workers and Family Support Workers.
- Assess Family Support Workers for training needs.
- Monitor service agreements and renewals for all Family Support Workers.
- Ensure regular reporting procedures are completed.
- Review accuracy of Family Support Worker timesheets prior to submission for payment.

QUALIFICATIONS:

- Graduate of a recognized business/office skills program, post-Secondary education in a related field will be considered.
- Minimum 3 years' experience in child welfare.

- Experience utilizing a variety of computer applications such as Microsoft Word, Excel, Outlook, PowerPoint, and database systems with demonstrated accuracy.
- Strong organizational, problem solving, time management and communication skills (written and oral).
- Demonstrates confidential and ethical behavior in the performance of all duties.
- Ability to function effectively as a team member, demonstrating emotional stability and objectivity when dealing with challenging/changing work environments.
- Ability to balance and prioritize multiple responsibilities while maintaining a keen sense of accuracy and attention to detail.
- Customer service focus with strong problem-solving abilities.
- Knowledge of and respecting the values and traditional philosophy of the Island Lake region.
- Ability to speak Oji-Cree would be an asset.

CONDITIONS OF EMPLOYMENT

- Must possess a satisfactory criminal record check (Vulnerable Sector), child abuse registry check, and prior contact check.
- Must possess a valid MB Drivers Licence & reliable vehicle.
- Maintain absolute confidentiality.

SALARY: Starting salary will be commensurate with qualifications and experience. The range for the classification is \$50,763 – \$57,382 annually.

COMPETITION #: 00023 - 25

APPLICATION DEADLINE: September 30, 2025

Island Lake First Nations Family Services provides competitive compensation, excellent benefits including matching pension plan.

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. All applicants must possess and submit with their application a current Criminal Record Check (with Vulnerable Sector), Child Abuse Registry Check, and will be screened and subject to a Prior Contact Check as a condition of employment.

Head Office:
Garden Hill, Manitoba
R0B 0T0
Phone: 1-204-456-2015

Sub-office
St. Theresa Point, Manitoba
R0B 1J0
Phone: 1-204-462-2114

Sub-office
Wasagamack, Manitoba
R0B 1Z0
Phone: 1-204-457-2469

Sub-office
Red Sucker Lake, Manitoba
R0B 1H0
Phone: 1-204-469-5444

Sub-office
Winnipeg, Manitoba
103-1821 Wellington Ave
Phone: 1-204-987-9444

Human Resources
Island Lake First Nations Family Services

Email: 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.

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

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