



***Island Lake First Nations Family Services***  
*is seeking applicants for a*  
***Summer Students– Winnipeg Sub Office***  
***4 Term Positions***

**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:**

Under the supervision of the Winnipeg Unit Supervisors, Family Enhancement Supervisor, Transitional Planning Coordinator, and Program Coordinator, the Summer Student will assist in delivering various programs to support children, youth, and families. The Summer Student will shadow each unit's Case Aide to carry out front-line functions.

**KEY RESPONSIBILITIES:**

- Works cooperatively with other staff providing services to children and families.
- Assist with shopping for emergency hampers, programs and events.
- Prepare hands-on kits for families and children.
- Supervise children while parents participate in programs or meetings.
- Assist with promotion of programs through community outreach activities.
- Photocopy resources for families and children.
- Collect program registrations and evaluations from participants.
- Provide reception coverage.
- Accompany participants on land-based events.
- Ensure family visiting rooms are maintained.
- Other duties as assigned.

**EDUCATION:**

- High School Diploma or equivalent.
- Recent high school, post-secondary education student

**EXPERIENCE:**

- Knowledge of child development, family centered service, early intervention, family support and community-based services.
- Experience utilizing basic computer applications such as Microsoft Word
- Good organizational, problem solving, time management and communication skills.
- 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 adapt to changing situations and family or children's needs.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

- Work in an office environment.
- May require long periods at a desk, reading lengthy documents, and time in front of a computer.
- Able to stoop, kneel, bend at the waist, and reach daily.
- Able to lift and move up to 25 pounds occasionally.

**SALARY:**

**Starting Salary will be commensurate with qualifications and experience. The range for the classification is \$36,521 - \$41,420 annually.**

**COMPETITION #:**

**00016 - 25**

**APPLICATION DEADLINE:**

**July 14, 2025 @ 4:30pm**

**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.

**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.

**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)!**