



## Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**  
**UNIT/OFFICE: Winnipeg Service Delivery Office**  
**LOCATION: 315 McGee Street, Winnipeg, MB**

**Position: Case Aide**

### **Summary of Position:**

Reporting to the Unit Supervisor, the Case Aide provides practical and administrative support to the Worker(s) and Supervisors. While following guidelines related to clients' safety and privacy, the Case Aide is responsible for facilitating case-related activities on behalf of the unit when working with families and children. Demonstrating a working knowledge of legislation, Agency policies and practices the Case Aide is responsible to check case progress, assist with compiling case particulars for Court, ensuring accurate and timely documentation, among other tasks.

### **Qualifications:**

- Some post-secondary education, or an acceptable combination of education and work experience.
- 1-2 years of experience in an administrative role or child welfare work environment.
- Experience working in CFSIS an asset.
- Proficiency in use of Microsoft office (Excel, Word, Teams, and Outlook).
- Valid Class 5 Driver's License and access to a vehicle.
- Good understanding of Northern First Nation cultures and communities.
- Ability to speak and/or write Cree or Dene language an asset

### **Working Conditions:**

- Fast-paced, time-sensitive child welfare working environment.
- Background checks must meet Agency minimal acceptable standards
- Independent work performed as part of a team.
- Access to highly sensitive and confidential material for which privacy must be maintained.
- Up to 5% travel, some of which may be remote and overnight.

**Salary:** Awasis Agency endeavours to be an employer of choice, and offers a competitive salary, generous paid time off, and an excellent employee benefit package. Salary will commensurate with education and experience.

### **Closing Date: Open Until Filled**

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. **Applicants are encouraged to self-identify.** Individuals interested in this challenging opportunity please reference **Competition Number 2024-OUF-CA on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
Competition #2024-OUF-CA  
315 McGee Street  
Winnipeg, MB R3G 1M7  
Fax: 204-790-4455  
Email: [hr@awasisagency.ca](mailto:hr@awasisagency.ca)

*We thank all applicants who apply, however, only those selected for an interview will be contacted.*

**Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.**