



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Winnipeg Service Delivery Office (WSDO)
LOCATION: Winnipeg, MB

Position: Case Aide – Foster Care
One (1) Full Time Term position (ASAP to July 2026)

Summary of Position:

The Case Aide - Foster Care provides essential practical and administrative support to Foster Care Workers and Supervisors within the Foster Care Unit. Operating within established guidelines that prioritize the safety, confidentiality, and well-being of children and caregivers, the Case Aide plays a vital role in supporting the day-to-day management of foster care cases. This includes assisting with case file maintenance, organizing and facilitating appointments and home visits, documenting interactions, and supporting the implementation of care plans. The Foster Care Case Aide demonstrates a foundational understanding of relevant legislation, agency policies, and culturally appropriate practices. They are responsible for supporting the progress of foster care cases by contributing to the coordination of services, gathering case information, ensuring timely and accurate documentation, and assisting with logistical tasks to enhance the overall effectiveness and responsiveness of the Foster Care Unit.

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.
- Proficiency in use of Microsoft office (Excel, Word, Teams, and Outlook).
- Valid Class 5 Driver's License.
- Good understanding of Northern First Nation cultures and communities.
- Ability to speak and write Cree/Dene 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.
- Performing on-call rotations, and overtime required.
- Occasional lifting to 30 lbs.
- Up to 20% travel, some of which may be remote and overnight.

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will be commensurate with education and experience.

Closing Date: Open Until Filled (OUF)

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 2025-052 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 #2025-052
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
Email: 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.