



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT/OFFICE: Tadoule Lake (Sayisi Dene)

LOCATION: Tadoule Lake, MB

Position: Case Aide

One (1) Full Time Permanent position

Summary of Position:

Reporting to the Regional Unit Supervisor the Case Aide is responsible for facilitating case-related activities (on behalf of their unit) when working with families and children in the field of child protection and must follow all guidelines related to clients' safety and privacy. The duties would include, but not limited to assist with case management administration, provide administrative support to case workers/Unit, including developing strong relationships with clients, acting as a liaison for Agency and clients, preparing reports, check progress and reports about cases, conducting interviews, assisting with compiling case particulars for Court, ensuring accurate and timely documentation, assist with developing long/short term case plans, developing/facilitating workshops, community education and networking with collateral resources/services.

Qualifications:

- Combination of education and experience in related field
- Previous experience in child welfare is preferred
- Knowledge of CFS legislation, Regulations and Provincial Standards
- Knowledge of Child & Family Services information System (CFSIS) would be an asset
- Excellent written and oral communication skills
- Excellent assessment skills
- Good organizational, time management and prioritizing skills
- Proficiency in MS Office applications (Word, Excel, and Outlook)
- Must be self-motivated with the ability to work independently and in a team setting
- Sensitivity to and an understanding of First Nations culture and values
- Ability to speak and/or understand the Cree or Dene language would be considered an asset

Working Conditions:

- Must be able to work in a fast paced environment
- Must demonstrate a strong work ethic and be reliable
- Must adhere to confidentiality when working with sensitive information
- Overnight and remote travel approximately 5% of the time
- Background checks must meet Agency minimal acceptable standards
- Must possess a valid driver's license and have access to a vehicle

Salary: Awasis Agency offers a competitive salary and 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 2026-010 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 #2026-010
701 Thompson Drive
Thompson, MB R8N 2A2
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.