Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: God's Lake Narrows Sub-Office
LOCATION: God's Lake Narrows First Nation, MB

Position: **T/Case Aide**
One (1) Full-Time, Term position (until November 2027)

Summary of Position:
The Case Aide provides practical and administrative support to the Worker(s) and Supervisor(s) in their assigned Unit. 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, conduct interviews, 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.
- 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 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 2026-083 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 #2026-083
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
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.