



EMPLOYMENT OPPORTUNITY

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| Competition No.: | 2021-54 |
| Position: | Case Aide |
| Classification: | D.O.Q. <i>(depends on qualifications)</i> |
| Conditions: | <ul style="list-style-type: none">• <i>Full-Time Permanent (non-unionized)</i>• <i>An Eligibility List may be established for future openings</i>• <i>Preference will be given to internal candidates</i> |
| Department: | Hollow Water Community |
| Location: | Hollow Water, MB |
| Date Posted: | September 21, 2021 |
| Closing Date: | October 5, 2021 (or open until filled) |
| Applications: | Email: hr@secfs.ca Fax: 204.594.0499 <i>Applications can also be dropped off at the Local CFS Office</i> |

Job Summary:

The Case Aide will support the Agency's efforts in providing protection and prevention services to the children and families of Hollow Water First Nation.

Qualifications & Position Requirements:

- Grade 12/equivalent and/or relevant post-secondary education (a combination of equivalent training and/or experience will be considered)
- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremonies and teachings
- Ability to work independently and as part of a multi-disciplinary team
- Strong communication skills (i.e., oral and written)
- Demonstrated ability to support frontline workers by means of:
 - Completing first-draft submissions for CFSIS-related documentation
 - Tracking of case work (including face to face, transportation, etc.) related to children, families, and collaterals
 - Managing timelines related to case work including court-specific dates and relevant submissions
 - Receiving, documenting and following-up telephone conversations relative to case work
 - Ensuring that all filing and bring-forward dates are managed with proficiency
 - Other office-related duties (i.e., photocopying, faxing, emailing, etc.)
- Proficiency with MS Office (i.e., Word, Excel, Outlook, PowerPoint)
- Proficiency with Internet-related research and work-related applications
- Excellent oral and written skills are a necessity (ability to speak Ojibwe is an asset)
- Valid driver's license and use of a personal vehicle
- Demonstrated ability to assist in the development of presentations will be considered an asset
- A satisfactory Criminal Record Search, Child Abuse Registry Check and Prior Contact Check

Application Process:

Please forward your résumé (with three [3] references) and a cover letter stating clearly how you meet the qualifications. Cite the competition number and position in the subject line when submitting by email or fax.

Preference will be given to Southeast members and Indigenous (First Nations, Métis or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.



Berens River · Black River · Bloodvein · Brokenhead · Hollow Water · Little Grand Rapids · Pauingassi · Poplar River

We offer exceptional life insurance; pension; health/vision/dental; and, annual leave benefits

Job Postings can be viewed at: www.southeastcfs.org