



EMPLOYMENT OPPORTUNITY

Competition No.:	2020-64
Position:	Case Aide
Classification:	D.O.Q. (Depends on Qualifications)
Conditions:	<ul style="list-style-type: none">• <i>Full-Time Permanent: Benefits Immediately, Non-Union</i>• <i>An Eligibility List may be established for future openings</i>• <i>Preference will be given to internal candidates</i>
Department:	Brokenhead
Location:	Brokenhead Ojibway Nation, MB
Date Posted:	September 14, 2020
Closing Date:	Open until filled
Applications:	Email: hr@secfs.ca Fax: 204.594.0499

Job Summary:

The Case Aide will support the Agency's efforts in providing protection and prevention services to the children and families of Brokenhead Ojibway 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:

- Preference will be given to Southeast Community Members and Aboriginal (First Nations, Métis or Inuit) candidates meeting the posted requirements. All Aboriginal applicants are asked to self-declare within their cover letter
- Forward your résumé (with three [3] references) and cover letter stating clearly how you meet the qualifications
- Please cite the Competition Number and Position in the subject line when submitting by email or fax
- We thank all applicants; however, only those candidates selected for an interview will be contacted



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

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