



## **Sandy Bay Child and Family Services Inc.**

invites applicants for a  
**CFS Worker Position**  
**Portage La Prairie**  
**1 Full-time Position**

Sandy Bay Child & Family Services (SBCFS) is a mandated agency by the Southern First Nations Network of Care Child and Family Services Authority. The agency operates with the authority to provide child and family services to community members of Sandy Bay First Nation both on- and off-reserve.

### **Responsibilities & Duties:**

- Regular client contact and case management
- Ensuring proper reports and documentation are completed and submitted promptly
- Report writing and case planning
- Provide unit staff and supervisor with updates and reports as required
- Build positive community and public relations
- Other duties shall be assigned as required

### **Qualifications:**

- B.S.W., B.A., or Child & Family Services Diploma and/or equivalent education in a related field of study
- Minimum of two years' experience in child & family services and/or a related field of service
- Registered with Manitoba College of Social Workers or eligible to be registered
- Knowledge of the Manitoba CFS Act
- Demonstrated knowledge of collateral services/community resources and how to access
- Demonstrated knowledge and respect of First Nations culture & traditional philosophy
- Excellent work record/history with strong assessment and troubleshooting skills
- Excellent time management, organizational, written, and verbal communication skills
- Ability to assess risk and work effectively in a highly charged environment
- Ability to speak and/or understand the Ojibway language would be an asset
- Must pass a Vulnerable Sector Search, Prior Contact Check, and Child Abuse Registry Check
- Must have a valid driver's license, access to a vehicle and willing to travel

**Please submit a Cover Letter, Resume, along with three (3) References Letters, one being most recent Supervisor to:**

Sandy Bay Child & Family Services Inc.  
ATTN: Human Resources  
32 Tupper Street North,  
Portage la Prairie, MB R1N 1W8  
Email: h.r@sbcfs.org

**Closing date: Open Until Filled**

*We thank all applicants, but only those selected for an interview will be contacted.*

**Preference will be given to Canadian Citizens, First Nations, Métis, or Inuit candidates meeting the position requirements. All indigenous applicants are asked to self-declare within their cover letter.**