



# Sandy Bay Child & Family Services Inc.

invites applicants for a  
**Case Aide Position**  
**Main Office Marius**

**FULLTIME ONE YEAR TERM POSITION**

**Position Summary:** Reporting to the CFS Supervisor and in conjunction with the CFS Workers, provides a range of Child and Family Services to the children, youth, young adults, families, and community members of Sandy Bay First Nation.

## **Responsibilities & Duties:**

- Reporting to CFS Supervisor and supports and implements a range of goal-oriented intervention to children and families or to children in care
- Regular client contact and ensuring prompt submission of reports/documentation
- Knowledge of teaching methods and successful delivery of programs for parenting skills, life skills, budgeting, nutrition, and household management
- Advocate and assist client to access community resources
- Supervising family visits, escorting children and/or parents to scheduled appointments
- Assist CFS Workers with emergency responses to children in care/families as required
- Other duties as assigned

## **Qualifications:**

- Minimum grade 12 diploma
- Preferred, two years' experience directly in the social services/childcare profession
- Knowledge of collateral services/community resources and how to access
- Excellent time management, interpersonal, verbal, written, and organizational skills.
- Demonstrated ability to work as part of team
- The ability to speak and/or understand the Ojibway language is considered a definite asset
- Knowledge and respect of First Nations cultures and traditional philosophies
- Have a valid Province of MB Class 5 driver's license and access to a reliable insured vehicle
- Must pass a Vulnerable Sector Check, Prior Contact Check, and Child Abuse Registry Check
- Candidate must be willing to travel to communities affiliated with agency
- Must be able to work with minimum supervision

**Please submit a cover letter and resume (with 3 references, 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@sbdfs.org

**Closing Date: Open until filled.**

**(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.**