



Anishinaabe Child & Family Services

Head Office

Fairford, Manitoba R0C 0X0

Tel: (204) 659-4546 Fax: (204) 659-5877



Outreach Office 56-1313 Border Winnipeg, MB R3H 0X4 Tel: 942-0788 Fax: 957-1734	Lake MB FN Box 1248 Lake MB FN MB, R0C 3K0 Tel: 768-2317 Fax: 768-9007	Ashern PO Box 451 Ashern, MB R0C 0E0 Tel: 768-2852 Fax: 768-2630	Pinaymootang First Nation Fairford, MB R0C 0X0 Tel: 659-5707 Fax: 659-5877	Little Saskatchewan First Nation St. Martin, MB R0C 2T0 Tel: 659-4403 Fax: 659-5391	Lake St. Martin First Nation Gypsumville, MB R0C 1J0 Tel: 659-5855 Fax: 659-5724	Dauphin River First Nation Gypsumville, MB R0C 1J0 Tel: 659-5810 Fax: 659-5816
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EMPLOYMENT OPPORTUNITY

CASE AIDE (SIX MONTH TERM POSITION)

WINNIPEG OUTREACH OFFICE

Anishinaabe Child & Family Services are seeking one (1) individual on a **six (6) month term position** as **Case Aide** to work out of the Outreach Office 56-1313 Border Street, Winnipeg, Mb.

Under the direction of the Unit Supervisor the Case Aide will perform the following duties:

ESCORT CHILDREN/WARDS/CLIENTS AS REQUESTED FOR:

- Special circumstances, i.e., shopping for clothing, birthday presents, etc.
- Medical, dental, optical appointments.
- Counselling appointments.
- Children and/or parents to court.
- Parental visits.
- Assist in supervising between wards and parents when necessary and upon instruction.
- Be a "friendly visitor" to identified wards and clients.
- Accompany Child & Family Services Workers on home visits when safety may be an issue.
- Attend meetings when requested by the Supervisor.
- Carry out other duties such as:
 - Under special circumstances shopping for groceries, clothing, gifts, i.e., children in are under Independent Living.
 - Assist regular worker to move child(ren) in care to their new home placements upon request.
 - Relay to Supervisor any information during the course of the day that impacts on a ward or family involved with the Agency.
 - Document observations, concerns, and/or conversations for the file and follow-up.
 - Other related duties as assigned by immediate Supervisor.

QUALIFICATIONS:

- High School, some Post-Secondary education and/or combination of related work experience.
- Must possess good computer skills.
- Must have good oral and writing skills.
- Ability to speak First Nations Language would be considered an asset.
- Must have understanding and knowledge of First Nation Communities and their families.

REQUIREMENTS:

- Position is subject to Police Record and Child Abuse Registry Checks.
- A valid driver's license and vehicle use for work are required.
- Must be able to work with minimum of supervision.

DEADLINE FOR APPLICATIONS: TUESDAY, NOVEMBER 28, 2017 @ 12:00 NOON

PLEASE SUBMIT RESUME WITH THREE (3) REFERENCES TO:

**HENRIETTA PRATT
HUMAN RESOURCES MANAGER
Anishinaabe Child & Family Services
56 – 1313 Border Street
Winnipeg, Mb. R3H 0X4
FAX: (204) 957-1734
Email: Henrietta.Pratt@anishcfs.org**

We thank all that apply; however only those selected for an interview will be contacted.