



Professional Employment Opportunity Term Position – 6 months Intake & Transfers Specialist – Service Support

The Intake/Transfers Specialist act as a direct resource and liaison for the SFNNC. **The position is ideal for experienced frontline social workers who want to move into a knowledge expertise role that enhances and advises our CFS agency partners on best practices and standards.** Working in collaboration with the Service Support team, under the direction of the Service Support Manager, the Specialist will liaise with other units, including the finance department (Single Envelope Funding, reporting, program/policy development), to fulfil their key responsibilities, including knowledge and understanding of child welfare practices that relate to Indigenous populations and an awareness of the evolution of CFS in Manitoba (AJI-CWI, C-92 An Act Representing First Nations, Inuit and Métis Children, Youth and Families). Duties and responsibilities may be adjusted depending on ongoing child welfare reforms.

Transfers Key Responsibilities:

- Receives, responds to, and provides consultation for the Southern CFS Agencies and other external agencies with concerns/complaints regarding Family Service transfers, Permanent Ward transfers, Section 42 & 49, interprovincial inquiries (requests for information/service/support), change of authority and other requests as necessary
- Navigates the Provincial, Territorial Protocol on Children, Youth and Families moving between Provinces and Territories when transferring children and youth out of the province of Manitoba
- Assists in coordination of services, including information sharing/gathering
- Understands procedures and practices within the context of CFS standards
- Responds to time sensitive document requests

Intake Key Responsibilities:

- Receives all intakes (new information, referrals, concerns, complaints) which frequently come from collaterals such as the Child Protection Branch, the Minister's Office, schools, police, justice offices, and other agencies
- Gathers information to assess and determine appropriate service response
- Documents case notes
- Screens, assesses, and provides referrals when necessary
- Attends and participates in collaborative meetings dealing with complex cases
- Creates reports and statistical data

Qualifications, Education & Experience:

- Bachelor's degree in a related field; Bachelor of Social Work preferred
- Minimum five years' experience working in Child and Family Services; other acceptable combinations of education and related experience may be considered
- An understanding of Child Welfare legislation, relevant Standards and Regulations and AJI-CWI.
- Experience screening and assessing information for protection concerns
- Knowledge of interprovincial protocol, policy, and procedures (Section 42 & 49)
- Effective and professional communication skills, both oral and written
- Proficiency with Microsoft Office programs (Microsoft Windows, Word, Excel) and CFSIS
- Detail oriented and organized with skills to optimize client and collateral staff needs
- Proven ability to work in a fast-paced environment while managing tight deadlines

- Flexibility in adapting to changing work conditions
- Ability to work independently and as part of a team
- Must have a demonstrated understanding of Indigenous culture and traditions and possess the knowledge necessary to mitigate the stereotypes and myths often applied to Indigenous people
- The ability to communicate in an Indigenous language is considered an asset

Other Requirements:

- Must provide a satisfactory Criminal Record Check with a vulnerable sector search and a clear Child Abuse Registry Check. A prior contact check (PCC) will also be performed in-house.
- Must have regular access to a reliable vehicle and a valid class 5 driver's license for business travel.

CLOSING DATE FOR APPLICATIONS: June 19, 2026, at 4:00 PM

Please submit your cover letter and resume to:

Human Resources

Southern First Nations Network of Care

1151 Sherwin Road, Winnipeg, MB R3H 0V1

Fax: (204) 783-7996 or Email: hr@southernnetwork.org

Preference will be given to qualified First Nation candidates

Please self-identify as First Nations in your cover letter

If you require an accommodation during the recruitment process, please contact human resources at hr@southernnetwork.org.

We thank all who apply and advise that only those selected will be contacted for further consideration

All candidates must have a commitment to decolonization and a thorough understanding of the history and impacts of Residential Schools, Indian Day Schools, and the 60s Scoop.