



Kinosa Sipi Minisowin Agency

Head Office

**Box 640
Norway House, MB • R0B 1B0
Phone: 204-359-4551
Fax: 204-359-8654**

Winnipeg Sub-Office

**820 Taylor Avenue
Winnipeg, MB • R3W 3T1
Phone: 204-784-8220
Fax: 204-594-7488**

JOB OPPORTUNITY

REQUIRED: Prevention Services Supervisor

LOCATION: Winnipeg Sub-Office, 820 Taylor Avenue, Winnipeg, Manitoba R3M 3T1

The Prevention Services Supervisor oversees the supervision of the Family Enhancement Program. The Family Enhancement Program provides prevention services to enhance skills and abilities of families to assist them in providing safe, stable, and nurturing environments for the parenting of their children. The Family Enhancement Program will provide supports through education, counseling, and advocacy to preserve and strengthen families.

SUMMARY OF DUTIES:

- ☐ To assist the agency in the area of prevention, awareness and education of child abuse and neglect.
- ☐ To supervise a team of staff designated to the area of prevention, including cultural activities.
- ☐ To accept referrals from intake of open voluntary family services files and/or children in care files (Voluntary Placement Agreements)
- ☐ To ensure a completed accountable case management plan for children in care (Voluntary Placement Agreements) and Voluntary Family Service Files.
- ☐ To review assessment on each child/family receiving services, such as worker's dictations, social histories, collateral checks, genograms, etc.
- ☐ To work with the Operations Manager to ensure expenditures do not exceed the approved budget.
- ☐ To track all financial expenditures for children in care by compiling a monthly spreadsheet.
- ☐ To develop, implement and evaluate community-based initiatives in the area of prevention and awareness in a manner that acknowledges and respects the culture and traditions of Norway House Cree Nation
- ☐ To assist with the assessment of special needs and/or exceptional needs of children in care, submitting special rate per diem as part of case plan and assist with the review and approval of residential care placements.

QUALIFICATIONS:

- ☐ Degree in Social Work and/or equivalent degree, or comparable combination of education with work experience.
- ☐ Supervision and fiscal management experience.
- ☐ Experience and competence in program planning, implementation, and evaluation.
- ☐ Understanding of Child Welfare Services and issues within the community of Winnipeg as well as current resources.
- ☐ Ability to develop and implement preventative measures.
- ☐ Must possess excellent verbal, written and technological communication skills.
- ☐ The ability to speak Cree is an asset.

APPLICATION TO INCLUDE:

- ☐ Cover letter and detailed resume,
- ☐ Two (2) references from most current supervisors, and one (1) character reference, ☐ Copy of current Prior Contact, Child Abuse and Criminal Record checks, ☐ Copy of diplomas obtained and/or completed certificates.

SALARY: Commensurate with education and experience.

DEADLINE DATE: September 25, 2026 at 4:30 PM

SUBMIT APPLICATION TO:

cmcdonald@minisowinagency.org

Or mail to: Kinosa Sipi Minisowin Agency
820 Taylor Avenue - HR Generalist
Winnipeg, Manitoba R3M 3T1

Or fax to: (204) 594-7488, Attention: HR Generalist

We advise that only candidates selected for an interview will be contacted.