



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT: 90 Thompson Drive

LOCATION: Thompson, MB

Position: **Support Services Case Aide**
One (1) Full-Time Permanent Position

Reporting to the Support Services Supervisor, the Support Services Case Aide assists in recruiting and assigning Support Service Providers to meet the needs of children and families. The incumbent works independently, demonstrating initiative in the work, while collaborating with co-workers in an effective team environment. The Support Services Case Aide is responsible for fulfilling family service requests, performing child abuse registry checks, criminal record checks, and driving abstracts. The Support Services Case Aide creates work schedules and maintains time sheets for the compensation of support workers. The incumbent has thorough knowledge of Agency's policies, procedures, and practices; is well organized and able to multitask.

Qualifications:

- Post- Secondary Diploma Family Support Worker an asset
- 2 years experience with CFS and Social Work preferred
- Effective communication skills both verbal and written
- Demonstrated ability to prioritize tasks
- Ability to prioritize workloads and meet deadlines
- Demonstrated knowledge of Northern Communities
- Ability to speak Cree/Dene an asset
- Working knowledge of Microsoft Word, Excel, Teams, and Outlook

Working Conditions:

- Fast paced, time sensitive, child welfare working environment
- Work with little supervision in a highly confidential environment
- Occasional overnight or remote travel required
- Background checks must meet Agency minimal acceptable standards
- Maintain a valid driver's license and have access to a vehicle

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience

Closing Date: Open Until Filled (OUF)

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. **Applicants are encouraged to self-identify.** Individuals interested in this challenging opportunity please reference **Competition Number 2026-073 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2026-073
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.