



# CASE AIDE WORKER

Mistahi Sipi Child and Family Services (MSCFS) provides Protection and Prevention services to Big River First Nation. MSCFS operates within the standards of the Ministry of Social Services (MSS) and the Indigenous Services Canada (ISC). MSCFS is seeking a Case Aide to join our Protection team. The Case Aide will provide administrative support to support staff and will maintain both an electronic and paper filing system to ensure safe handling of sensitive materials.

## KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the Child and Family Services Act
- Knowledge of Ministry of Social Services (MSS) policies and Indigenous Services Canada (ISC) policies
- Knowledge and experience in community programs and services
- Knowledge of family trauma in family systems
- Knowledge of Big River First Nation's culture and language
- Able to make decisions while working under pressure
- Proficient on computer programs (Redmane, Xyntax, Outlook, Word, Excel, etc)
- Able to work individually and work collaboratively as part of a team
- Able to upkeep records / files according to agency standards
- Must have excellent reading and writing skills

## EDUCATION/EXPERIENCE;

- Certificate in Business/Office/Administration or related discipline
- Two 2 years' work experience in office

## CONDITIONS OF EMPLOYMENT

- Maintain a clear Fit for Duty test
- Maintain a clear Criminal Check and a clear Vulnerable Sector Check
- Maintain a Class 5 Driver's License and a reliable vehicle
- Maintain Confidentiality – must sign an Oath of Confidentiality annually
- Preference given to Aboriginal Ancestry under E-96 of the Human Rights Code

## WORKING CONDITIONS

- Office Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.
- Office Location: Big River First Nation, SK
- Working non-standard hours (holidays, evenings and weekends) may be required
- Travel is required
- High stress workplace due to tight deadlines and heavy workloads
- Exposure to trauma informed content as it relates to Child Welfare

## Send Applications to Tricia Whitefish, Human Resource Manager by:

Mail: PO Box 629 Debden, SK S0J 0S0

Email: [triciaw@mscfs.ca](mailto:triciaw@mscfs.ca)

Fax: 306-724-1223

*Applications include: Resume, References, Cover Letter, Criminal & Vulnerable Sector Check, and Driver's Abstract*

**POSTING Date: December 17, 2021**

**ENDING DATE: January 3, 2022**

*We would like to thank all candidates for applying, however only those who qualify will be notified for interviews.*