



# ANISHINAABE PIMADIZIWIN INC.

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Outreach Office  
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Lake Manitoba  
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## EMPLOYMENT OPPORTUNITY

### CASE AIDE

#### WINNIPEG OUTREACH OFFICE

Anishinaabe Pimadiziwin Inc. are seeking one (1) individual on a **one year-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:

- Medical, dental, optical appointments.
- Children and/or parents to court.
- Parental visits.
- Assist in supervising between wards and parents when necessary and upon request.
- 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 communication skills and excellent 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:

- The 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: Friday, June 27, 2025@ 1:00 PM**

**PLEASE SUBMIT RESUME WITH THREE (3) REFERENCES TO:**

**HENRIETTA PRATT  
HUMAN RESOURCES MANAGER  
Anishinaabe Pimadiziwin Inc.**

**56 – 1313 Border Street  
Winnipeg, Mb. R3H 0X4  
FAX: (204) 957-1734**

**Email: [Henrietta.Pratt@anish-cfs.org](mailto:Henrietta.Pratt@anish-cfs.org)**

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

**“Our families; Our foundation for Strength and Unity”**