

# JOB OPPORTUNITY

## Assistant Case Manager

Jordan's Principle – Child First Initiative  
Full-time Position Available

Under the direction of the Jordan's Principle Case Manager, the Assistant Case Manager will be responsible for monitoring and supporting staff and programs onsite to support families with disabilities in the community. No formal education or training required

### DUTIES:

- Oversee the daily operations of staff and programs.
- Assist to hire and train staff and ensure that facilities and staff members are following program policies in conjunction with Case Manager.
- Work with families to help support their child's needs
- Assist in the monitoring of programs and activities.
- Maintain clear and concise and accurate staff records
- Administrative duties could include keeping inventory of supplies, data entry, filing, and similar office tasks.
- Provide regular reports to case manager
- This position is part of the Jordan's Principle team.
- Other duties as required

### QUALIFICATIONS:

- Ability and willingness to work with children and youth with disabilities
- Experience working with families
- Valid Class 5 MB driver's license and access to a reliable vehicle are required
- Clean and current Vulnerable Sectors check and Child Abuse Registry Check are required
- Training in First Aid/CPR, Food Handler's, and Non-Violent Crisis Intervention is an asset, but training will be provided
- Preference will be given to applicants of Aboriginal / First Nations ancestry, with first preference to Sagkeeng band members



**Application deadline:  
March 18, 2019**

### Applicants MUST submit:

- Cover letter/ résumé
- Current criminal record check
- Vulnerable sectors check
- Child abuse registry (or proof of application)

### Attention to:

HR Manager  
Sagkeeng Government Office  
Box 3, Fort Alexander, MB  
R0E 0P0

Cover letters and résumés can be mailed to the above address or emailed to [jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca), or dropped off at the Sagkeeng Government Office.

**LATE SUBMISSIONS WILL  
NOT BE ACCEPTED UNDER  
ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT  
ONLY THOSE SELECTED FOR  
AN INTERVIEW WILL BE  
CONTACTED