



First Nations of Northern Manitoba Child and Family Services Authority

Placement Specialist Winnipeg Location

The **First Nations of Northern Manitoba Child and Family Services Authority (Northern Authority)** is responsible for administering and supporting the delivery of child and family services (CFS) to twenty-seven First Nation communities through seven mandated First Nations CFS agencies.

Responsibilities

Under the supervision and direction of the **Resources Development & Training Unit Manager**, the Placement Specialist is responsible for coordinating, supporting, and monitoring placement needs and placement resources across the Northern Authority's mandated agencies. Have knowledge of **"Family Find Homes"**

The Placement Specialist provides operational and administrative support related to the placement of children and youth, including placement matching, tracking, documentation, compliance coordination, and communication with agencies, caregivers, foster homes, and Places of Safety. The position supports timely, safe, culturally appropriate, and stable placements that reflect the needs, culture, and best interests of children and youth.

The Placement Specialist will work collaboratively with agencies and the Northern Authority to strengthen placement resources, improve placement processes, support compliance with legislation and standards, and identify opportunities to enhance placement capacity across the North.

Placement Coordination & Support

- Supports agencies with placement resources as needs arise and assists with identifying and matching appropriate placements based on the child's needs, cultural considerations, safety, and availability.
- Maintains up-to-date tracking of existing, available, and emerging placement resources.
- Acts as a liaison between caregivers, agencies, placement resources, and the Northern Authority.
- Supports placement transitions and assists with ensuring appropriate follow-up.
- Responds to placement-related inquiries, concerns, and requests for assistance.
- Supports agencies in addressing placement challenges and identifying appropriate alternatives when placement resources are limited.

Foster Home & Place of Safety Administration

- Monitors placement capacity across the Northern Authority system, including availability and placement programming criteria.
- Supports agency-based Foster Homes and Places of Safety through onboarding, documentation, tracking, and administrative processes.
- Supports agencies in ensuring placement documentation is complete, current, and appropriately maintained.
- Supports culturally appropriate and legally sound placement practices in collaboration with agencies.
- Assists with monitoring placement resources and identifying gaps in capacity.

Compliance & Quality Support

- Ensures placement processes are consistent with applicable legislation, regulations, policies, and provincial CFS standards.
- Identifies and flags compliance concerns to the Resource Development Coordinators and Resources Development & Training Unit Manager.
- Supports placement-related file reviews and audits.
- Assists agencies with corrective actions, follow-up, and documentation arising from file reviews or identified concerns.
- Supports agencies in maintaining appropriate placement documentation and records.

Communication & Relationship Management

- Provides clear guidance and support to agencies regarding placement processes, expectations, and requirements.
- Builds and maintains positive working relationships with agencies, caregivers, foster parents, Places of Safety, and other placement resources.
- Supports conflict resolution, problem-solving, and communication related to placement matters.
- Coordinates placement-related communication across agencies, the Northern Authority, and relevant internal teams.
- Promotes collaborative, respectful, and culturally responsive approaches to placement planning.

Reporting & Documentation

- Maintains accurate and current placement data, records, tracking documents, and related files.
- Prepares statistical summaries, reports, briefing notes, and other documentation as required.
- Supports the collection and organization of placement data for planning, evaluation, policy development, and advocacy purposes.
- Tracks and reports trends related to placement demand, availability, capacity, stability, and system pressures.
- Provides information and reports to the Resources Development & Training Unit Manager and Northern Authority Management Team as required.

System Support & Continuous Improvement

- Identifies gaps, challenges, and opportunities within the placement system.
- Provides input into the development and improvement of placement policies, procedures, tools, and processes.
- Participates in planning initiatives related to current and future placement needs.
- Supports initiatives aimed at increasing placement resources and reducing reliance on hotels and other temporary placement arrangements.
- Participates in training, orientation, information sessions, and other learning opportunities related to placement services as required.
- Performs other duties related to the position as assigned.

Qualifications

- Bachelor of Social Work (BSW) or a related post-secondary degree. A Master of Social Work or related graduate degree is an asset.
- Minimum of 3–5 years of experience in child welfare, foster care, alternative care, placement coordination, or a related child and family services environment.

- Experience working with First Nations Child and Family Services is considered a strong asset.
- **Strong understanding of Placement Standards, Family Find Homes, Foster Care, Places of Safety, Alternative Care, and Child Welfare Best Practices.**
- Knowledge and understanding of *The Child and Family Services Act*, *The Child and Family Services Authorities Act*, applicable regulations, and provincial CFS standards.
- Knowledge of CFSIS or similar child welfare information systems is an asset.
- Experience working with foster parents, caregivers, agencies, or community-based placement resources is an asset.
- Strong organizational and administrative skills, with the ability to maintain accurate records and manage multiple priorities.
- Excellent interpersonal, written, and verbal communication skills.
- Strong problem-solving, analytical, and decision-making skills.
- Ability to work independently while also functioning effectively as part of a collaborative team.
- Must be flexible and able to work effectively in a fast-paced environment.
- Demonstrated ability to establish and maintain respectful working relationships with First Nation communities, agencies, caregivers, and other stakeholders.
- Ability to speak Cree, Dene, and/or Oji-Cree is a definite asset.

Conditions of Employment

- Provide a satisfactory Criminal Record Check, Child Abuse Registry Check, and Prior Contact Check prior to commencing employment.
- Must not be actively involved in a protection case.
- Possession of a valid Manitoba Driver's Licence.
- Must have access to and be able to provide a reliable vehicle for work-related travel.
- Travel to northern Manitoba communities may be required.

Assets

- Knowledge and experience working within First Nations child welfare systems.
- Working knowledge of Northern First Nation communities.
- Experience working with foster parents, Places of Safety, caregivers, or other community-based placement resources.
- Knowledge of CFSIS or other child welfare information systems.
- Ability to speak Cree, Dene, and/or Oji-Cree.
- Experience with placement data tracking, reporting, and system improvement initiatives.

Conditions of Employment:

- Provide a satisfactory criminal records check, child abuse registry check and prior contact check prior to commencing employment.
- Valid Manitoba Driver's Licence and access to a vehicle.
- Travel to northern Manitoba communities may be required

Your cover letter and résumé must include two professional references and clearly indicate how you meet the qualifications.

Salary: Commensurate with education, experience and qualifications

Deadline for Applications: 26th August, 2026

Apply to:

Advertisement #NA 222

First Nations of Northern Manitoba
Child and Family Services Authority
Human Resources
200-300 Alpine Way
Winnipeg (Headingley), MB
Phone: (204) 299-1842
Direct Line: (204) 299-6593
Fax: (204) 942-1858
Email: humanresources@northernauthority.ca

"We thank all who apply and advise that only those selected for further consideration will be contacted."

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resume if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with disabilities.