



CONSTANCE LAKE FIRST NATION

37 Wawaskashoo St - PO Box 4000

CONSTANCE LAKE, Ontario P0L 1B0

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Employment Opportunity

Position	Case Aide
Competition #	CSAD-10-2025
Salary Range	\$39,630 - \$50,820
Location	Constance Lake First Nation
Posted	August 21, 2025
Closed	September 4, 2025 @ 4:00pm

POSITION SUMMARY:

Constance Lake First Nation is seeking a compassionate, dependable, and culturally respectful Case Aide to support our Band representative services team. Case Aide plays a vital role in ensuring the safety, well-being, and cultural connection of children and families through direct support, transportation, and supervised visitation. This role is rooted in the values, traditions, and customs of Constance Lake First Nation and contributes to preserving family unity and Indigenous identity.

PREFERRED QUALIFICATIONS:

- Diploma or certificate in Social Services, Child & Youth Work, or related field preferred; equivalent experience will be considered.
- Experience working with Indigenous children, families, and communities is a strong asset.
- Valid Ontario G-class driver's license and access to a reliable, insured vehicle.
- Ability to pass a Criminal Record Check and Vulnerable Sector Screening.
- Must submit a driver's abstract
- Strong interpersonal skills with a trauma-informed, culturally safe approach.
- Organized and detail-oriented, with good written and verbal communication skills.
- Knowledge of Constance Lake First Nation's culture, history, language, and traditions is considered a strong asset.
- Ability to work flexible hours, including evenings and weekends, as needed.

DUTIES AND RESPONSIBILITIES:

- Assist Band Representatives with case management duties, including file documentation and service coordination and program delivery.
- Transport children, youth, and families to appointments, court proceedings, cultural activities, and family visits.
- Supervise access visits between children and their families in accordance with service plans and safety protocols.
- Attend team meetings, and community engagement sessions as required.
- Provide emotional and cultural support to children in care, ensuring connection to their community, language, and traditions.
- Maintain accurate, confidential records and promptly report observations or concerns.
- Promote and uphold the values of respect, safety, and cultural integrity in all interactions.

Working Conditions:

- Travel is required
- May involve emotionally sensitive and high-stress situations.
- Confidentiality and professionalism must be maintained at all times.

To Apply: please submit your cover letter and resume, quoting competition #**CSAD-10-2025** via:

Email: resumes@clfn.on.ca

In person: 37 Wawaskashoo St. Constance Lake First Nation Band Office

Only those selected for an interview will be contacted.