



## Meadow Lake Tribal Council

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### **Case Aide/Intake Worker Employment Opportunities**

*MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.*

- *This competition is open to all applicants; and*
- *Preference will be given to First Nation or other Indigenous applicants who possess the qualifications, knowledge and skills to meet the minimum suitability requirements as stated for the position*

MLTC Child & Family Services Department is seeking dynamic, highly motivated individuals to fill two (2) full time, permanent positions of Case Aide/Intake Worker. The Case Aide/Intake Worker will work closely with the Child Protection Workers and their immediate supervisors; these position will be responsible for assisting program staff to provide a full range of services including but not limited to: transportation of clients, maintain professional relationships with clients, team members and other agencies in order to provide required services, provide administrative support services to co-workers, develop and coordinate administrative tasks available for all case files.

MLTC CFS offers competitive wage comparison with an “MLTC Premium” top up on salary. We also offer a comprehensive benefit plan including Dental, Extended Health, Sick Leave and a Pension Plan match.

#### **Duties (include but are not limited to):**

- Assist with data entry of client files on CFS Database and with collection, maintenance, and distribution of CFS statistical information.
- Assist staff with coordination and preparation of materials of meetings, workshops and training sessions as required.
- Filing of forms, documents, letters and sending appropriate documents to other agencies as required.
- Keep clients up to date with information and decisions that affect them.
- Provide transportation of clients, assist with contact standards.
- Provide intake coverage and investigations on a rotational basis, deal with emergency situations with attention to details.
- Liaison between family and worker through contact standards, phone calls, etc.
  - Advocate for family and client needs.
  - Assist with detailed referral information or initiating a safety phase of an assessment with respect to the child/youth.
- Other duties as requested by supervisor.

## **Qualifications:**

### *Minimum:*

- Relevant education and/or experience may be considered

### *Preferred:*

- Certificate or Diploma in Social Work

### *Other:*

- Experience in Business Administration and/or Office Administrative duties.
- Intermediate to advanced computer skills and experience with computer software/database applications; ability to utilize Microsoft Office (Word, Excel, Outlook, Access, PowerPoint), E-mail, and Internet;
- Demonstrated ability to maintain accurate documentation and records.
- Excellent interpersonal, organizational, planning, and communication skills; creative, innovative, organized, reliable, and dependable.
- Ability to work effectively in a team environment with staff, other MLTC departments, and the First Nation communities.
- Demonstrated knowledge of First Nations history, from colonization to present day, this includes but not limited to the emotional, psychological and spiritual effects of First Nations people.
- Demonstrated knowledge of family systems theory and case management practices.
- Asset would be understanding of CFS Agency Standards, practice, policies and procedures in first nations community.
- Maintain confidentiality and safe keeping of agency/client information.
- Willingness to travel extensively and possession of a valid Class 5 Driver's License.
- Preference will be given to individuals who speak Cree and/or Dene.

**Interested applicants are invited to submit:** A letter of application, resume stating qualifications and work experience, copies of credentials, current RCMP Security Clearance (Criminal Record Check inclusive of the Vulnerable Sector Check), a copy of your valid driver's license, and three (3) recent professional *supervisory* references to:

**Human Resource Department  
8003 Flying Dust Reserve  
MEADOW LAKE, SK S9X 1T8  
Email: [hrdepartment@mltc.net](mailto:hrdepartment@mltc.net)  
Phone: (306) 236-5654 Fax: (306) 236-3509**

For more information, please contact our *CFS Supervisors* @ (306) 236-8287. Also, please visit the MLTC website @ [www.mltc.net](http://www.mltc.net).

**Deadline: Friday, January 2, 2026**

*MLTC sincerely appreciates and thanks all individuals for their applications,  
however, only those selected for an interview will be contacted.*