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8003 Flying Dust Reserve  
Meadow Lake, Saskatchewan  
S9X 1T8

## Meadow Lake Tribal Council

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### **Family Connections/Family Finder Employment Opportunity**

*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*

The Meadow Lake Tribal Council is looking a highly energetic, motivated individual with excellent interpersonal, organizational and communication skills to fill the full-time, permanent position of Family Connections/Family Finder for the Child & Family Services Department.

The successful candidate will work as part of the MLTC CFS in ensuring effective services are implemented and provided to children and their families of the nine (9) MLFN communities. This individual will be sensitive, compassionate and professional in all areas relating to the CFS Program needs, issues and concerns and will apply a holistic approach to individual, family, and community healing and development.

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 not limited to)**

##### Family Connections Role:

- To receive all court documents served to the agency on behalf of off reserve clients.
- To collect stats of off reserve files and prepare reporting requirements as per Case Management & Family Finders Agreement with Ministry of Social Services.
- Represent the agency at all court proceedings involving client / families.
- Assist in locating extended family placements on and off reserve for children in care.

##### Family Finders Role:

- Recruit individuals whose primary role is dedicated to locating families for children in care.
- Review and prepare genogram/assessment/diagram, i.e. family tree, of the family clan (both maternal and paternal sides.)
- Conduct research, locate and interview families as required.
- Conduct home study reports according to the requirements/ standards.

Additional assigned roles as needed.

## **Qualifications:**

### *Minimum:*

- Appropriate combination of education and work experience may be considered.
- One (1) to two (2) years of experience working with children, families, communities.
- Certificate in Social work.

### *Preferred:*

- Bachelor degree in Social Work.
- Experience working in Child and Family Services is considered an asset.

### *Other:*

- 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; ability to manage competing priorities and meet tight deadlines.
- Be knowledgeable in the dynamics of child abuse/neglect, disability and other special needs, family violence, addictions, poverty, and oppression.
- Be knowledgeable in child/community development and be able to formulate/document family assessments, case plans, program plans, etc.
- 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 nine (9) First Nation communities.
- 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.*