



Peguis Child and Family Services Job Posting

Job Title: Claims Analyst

Competition Number: 2026-01-21 A

Salary Range: FI2-1 +\$62,224.00 (based on credentials and experience)

Location: Peguis or Winnipeg, MB

Type: Full Time

Date Posted: Wednesday January 21, 2026

Closing Date: Friday February 6, 2026

Job Overview:

The Claims Analyst will provide support and assistance to the public with the Children's Special Allowance (SCA) Claim and conduct the analysis and administration support of the associated Minor's Trust. The Claims Support and Financial Analysts will also play a vital role in financial wellness planning and training with children, youth, young adults, families and community members. The Claims Analyst will report directly to the Director of Trust & Investment Services.

Key Responsibilities:

- Assist and Support Clients with Special Children's Allowance (SCA) Claims
- Database management of SCA claims for Minors
- Financial tracking, Monthly inputs and updates of the Minor's Trust, including Statistical reporting
- Assist in financial wellness workshops, sessions and information
- Provide resource & information supports for clients with SCA Claims & general requests
- Assist with the annual reporting requirements, including Chief & Council reporting, Monthly Reporting, Annual General Reports and Audit Reports
- Be available to participate in professional development training to support the position and their career development
- Other duties, as assigned

Qualifications:

- Knowledge of Peguis First Nation's Legislation "The Honouring our Children, Families, and Nation Act"
- Knowledge of the Flette/Lavallee Children's Special Allowance Settlement Agreement (2024)
- Exceptional organizing, analysis, detail-oriented and database management skills
- Working knowledge of Excel, Access, Teams and Sage 300 experience an asset
- Demonstrate organizational and interpersonal skills with excellent verbal and written communication skills
- Maintain a high degree of professionalism, courteousness, and friendliness
- Self-motivated and dedicated team player
- Valid Class 5 Driver's license and insured vehicle with \$2,000,000.00 liability coverage.

Education & Experience:

- Minimum of two year's experience in the social services or finance field
- Post-Secondary Education (A combination of Experience and Education will be considered)
- Available and open to pursuing additional educational certifications and training

How to Apply: Send a cover letter, resume, and three (3) references to:

Email: hr@peguiscfs.org

Fax: 204-632-7226

Phone: 204-632-5404

All applicants will be subject to satisfactory pre-employment drug test, criminal records, child and adult abuse registry and prior contact checks. Please cite the competition number and position in the subject line when submitting by email. We thank all who apply, however, only those candidates selected for an interview will be contacted. First Nation applicants are encouraged to self-identify as being of First Nations descent.

PEGUIS MAIN OFFICE

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