



Peguis Child and Family Services Job Posting

Job Title: Intake Supervisor
Competition Number: 2026-03-27 A
Salary Range: SP5-1+ \$76,409.00 (based on credentials and experience)
Location: Winnipeg, MB
Type: Full Time
Date Posted: Friday March 27, 2026
Closing Date: Friday April 10, 2026

Job Overview:

The Intake Supervisor is responsible for overseeing the intake team and assessing the client's situation, engaging in crisis intervention techniques, mobilizing teams and other more appropriate resources as needed and in a timely fashion, ensuring the safety of clients and staff, and all other duties as required in resolving child protection and support service needs. The Intake Supervisor reports directly to the Director of After Hours and Intake Services

Key Responsibilities:

- Exceptional crisis intervention and risk assessment skills
- Seek out available resources and support
- Knowledge of collateral services/community resources and how to access them is required
- Submit monthly reports to the assigned supervisor
- Collect data and be able to present annual reports when requested
- Introduce programs and services to create health and Awareness for youth
- Adhere to the Code of Conduct and mentor staff to adhere to the Code of Conduct, promoting a healthy workplace
- Maintain positive, supportive supervision techniques to overcome challenges according to the Supervisor Training
- Other duties, as assigned.

Qualifications:

- Knowledge of Peguis First Nation's Legislation the "Honouring our Children, Families and Nations Act"
- Exceptional organizing and time-management skills
- Demonstrate organizational and interpersonal skills with excellent verbal and written communication skills
- Proficiency in Apple products – specifically the Mac operating system and software
- Maintain a high degree of professionalism, courteousness, and friendliness
- Self-motivated and dedicated team player
- Experience with the database Child and Family Services Information System (CFSIS) and the Intake Module (IM) System is an asset
- Valid Class 5 Driver's license and a Reliable means of transportation

EDUCATION & EXPERIENCE:

- Bachelor of Social Work Degree or relevant degree
- 2+ years of direct intake or case management experience in social services
- A combination of education and social services experience may be considered
- Registration (RSW) with the Manitoba College of Social Workers is considered an asset

How to Apply: Send 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.