



Peguis Child and Family Services Job Posting

Job Title: Mediator Facilitator

Competition Number: 2025-10-20

Salary Range: PM1 +\$52,289.00 (based on education and credentials)

Location: Peguis/Winnipeg, MB

Type: Full Time / Contract

Date Posted: Tuesday, October 21, 2025

Closing Date: Friday, October 31, 2025

Job Overview:

Peguis Child and Family Services is seeking an experienced and compassionate **Mediator Facilitator** to join our team. The Mediator Facilitator will provide regular training at the micro and macro levels. The ideal candidate will have excellent interpersonal skills, a deep understanding of conflict resolution techniques, cultural awareness, and the ability to navigate complex situations with neutrality and professionalism.

Key Responsibilities:

- **Conflict Resolution:** Facilitate regular training and mediate disputes in a fair, impartial, and professional manner following PCFS Code of Conduct and Employee Policy Manual
- **Communication:** Effectively communicate with all parties involved to understand their perspectives, encourage constructive dialogue, and propose resolutions that align with Agency policies and values
- **Workplace Harmony:** Act as a neutral third party to resolve conflicts while maintaining confidentiality and promoting a respectful and collaborative work environment
- **Training and Support:** Provide conflict resolution training to employees and Elders
- **Documentation:** Maintain detailed records of all mediation sessions and outcomes for future reference and compliance with Agency policies and legal requirements
- **Policy Development:** Assist in the creation and update of internal policies related to conflict resolution, ensuring alignment with legal and ethical standards
- **Legal Compliance:** Ensure mediation practices comply with labor laws, Agency policies, and PCFS Code of Conduct
- **Continuous Improvement:** Assess the effectiveness of mediation processes and recommend improvements to enhance dispute resolution outcomes

Qualifications:

- Knowledge of Peguis First Nation's Legislation "*Honouring our Children, Families, and Nation Act*"
- Strong ability to work independently and develop and manage training schedule
- Knowledge and understanding of 7 sacred Teachings with ability to incorporate in mediation training
- Empathy and active listening skills
- Demonstrated organizational, problem-solving and interpersonal skills with effective verbal and written communication skills
- Exceptional crisis intervention and risk assessment skills
- Exceptional organization and time-management skills
- Maintain a high degree of professionalism, courteousness, and friendliness
- Knowledge of collateral services/community resources and how to access
- Proficiency in Apple products – Microsoft Office is required
- Self-motivated and dedicated team player Valid class 5 Driver's license and insured vehicle with \$2,000,000.00 liability coverage.

PEGUIS MAIN OFFICE

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peguiscfs.ca

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Winnipeg, MB R3H 0L4
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Education & Experience:

- Education: Bachelor's degree in Psychology, Human Resources, Business Administration, or a related field. A mediation certification is preferred
- Experience: At least 3-5 years of experience in conflict resolution or mediation, ideally within a corporate environment. Experience in handling workplace disputes and providing mediation services is highly desirable
- Knowledge of relevant workplace laws and regulations in Manitoba

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