



Elmwood Community Resource Centre

Position: Child & Family Services (CFS) Liaison

Employment Status: Full-Time (37.5 hours/week)

Salary: \$27–\$33 per hour

Closing Date: January 15, 2026

Anticipated Start Date: February 16, 2026

The Elmwood Community Resource Centre (ECRC) is seeking a compassionate, skilled **Child & Family Services (CFS) Liaison** to support families involved with, or at risk of involvement with, the child welfare system. The CFS Liaison will work alongside parents, caregivers, and families to help them understand and navigate the Child & Family Services system, advocate for their rights, and strengthen family-based solutions. The role is grounded in trauma-informed, participant-centred, and harm-reduction approaches, with the goal of preventing child apprehension, supporting kinship placements, and promoting timely family reunification. This role provides non-legal advocacy and support.

Responsibilities

- Act as a trusted support person for parents, caregivers, and families involved with Child & Family Services (CFS).
- Support families to understand their rights, responsibilities, and CFS processes, including protection concerns, voluntary services, and court involvement (non-legal).
- Assist families in preparing for CFS meetings, case conferences, and court-related appointments.
- Collaborate with families to develop individualized support plans that identify strengths, goals, advocacy steps, and community resources.
- Support families to complete service plans and follow through on agreed-upon actions.
- Track progress and assist families in meeting timelines and expectations outlined in CFS plans.
- Provide referrals, support appointment scheduling, and assist with required documentation.
- Advocate for approaches that prioritize family preservation, reunification, and community-based solutions.
- Maintain accurate and timely case notes, consent forms, and documentation in accordance with ECRC policies.
- Provide crisis intervention and case management support to individuals and families navigating the CFS system.
- Contribute to the development and facilitation of educational groups and workshops for families.
- Participate in inter-agency meetings, case coordination, and community planning as required.
- Complete administrative duties, including monthly reporting and statistical data collection.

Qualifications

- Post-secondary degree or certificate in Social Services, Inner-City Studies, or a related field; a combination of education and relevant experience will be considered.
- Strong knowledge of the Manitoba Child & Family Services system.
- Demonstrated advocacy skills and in-depth knowledge of community-based resources.
- Experience working within community-based organizations using harm-reduction and anti-oppressive approaches.
- Experience supporting families impacted by domestic violence, substance use, and trauma.
- Understanding of the systemic and lived experiences of parents involved in the child welfare system.
- Ability to practice participant-centered, trauma-informed care.
- Excellent interpersonal, communication, and conflict-resolution skills.
- Strong writing and computer skills, including report and documentation preparation.
- Experience developing and facilitating therapeutic or psycho-educational groups.
- Experience working with families from diverse cultural backgrounds.
- Strong organizational and time-management skills.
- Availability to work day and evening shift as required.
- Satisfactory Criminal Record Check and Child Abuse Registry Check.

Additional Benefits

Regular hours of work will be at the ECRC office between 9:00am – 8:00pm Monday to Friday, however the schedule is flexible to accommodate meetings. After 3 months, the employee will be eligible to participate in the benefit plan which includes extended health to be paid 30% by the employee and 70% by the employer, as well as a match of employee contributions to an RRSP account of up to 2% of the employee's gross salary and 3 weeks of vacation days.

Submit Resumes and a cover letter indicating **the Job Title in the subject line** to

Hilda De Souza

Senior Director People Engagement

E-mail: jobs@elmwoodcrc.ca

*Only successful applicants will be contacted to schedule interview times.