



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

OFFICE: Fox Lake Sub-Office

LOCATION: Fox Lake, MB

Position: Foster Care Worker/Intake Stats Clerk
One (1) Full-Time Permanent Position

Under the direct supervision of the Unit Supervisor the Foster Care Worker/Intake Stats Clerk will ensure services are being delivered in accordance with Provincial Standards, Awasis Agency Policies & Procedures and specific directives. The Foster Care Worker/Intake Stats Clerk is the contact person for Intakes by which the community can express its concern for children who may be in need of protection. The Foster Care Worker/Intake Stats Clerk is responsible for statistics, to maintain and administer up-to-date records of activities regarding children in care and services to families. The Foster Care Worker/Intake Stats Clerk is responsible to recruit and license foster homes for placement of children who are coming into care. The incumbent is required to have excellent organizational, written and interpersonal communication skills.

Qualifications:

- Knowledge of CFS legislation, issues and standards
- Excellent assessment, interviewing, and counselling skills
- Excellent written and oral communication skills
- Good organizational, time management and prioritizing skills
- Demonstrated ability to prioritize workloads and meet deadlines
- Proficiency in Microsoft Word, Excel and Outlook
- Must be self-motivated with the ability to work independently as well as a team setting
- BSW Degree preferred with experience in child welfare or combination of education and experience in a related field
- Enrolled or interest in the BSW program is ideal
- Sensitivity to and an understanding of First Nations culture and values
- Ability to speak and/or understand the Cree language would be considered an asset

Working Conditions:

- Must be able to work in a fast paced environment
- Must demonstrate a strong work ethic and be reliable
- Must adhere to confidentiality when working with sensitive information
- Must be willing to travel
- Must have satisfactory Prior Contact, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract
- Must possess a valid driver's license and have access to a vehicle

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience

Closing Date: Friday, January 17, 2020 – Or Until Filled

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2020-001 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2020-001
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: (204) 778-8428
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process