

# WEST REGION CHILD & FAMILY SERVICES INC.



## invites applications for an **ABINOOJIIYEG NAA DA MAA GEWIN ADMINISTRATIVE ASSISTANT - ROLLING RIVER FIRST NATION**

Reporting to the Abinoojiiyeg Naa Da Maa Gewin Supervisor, the Administrative Assistant will be responsible for performing a variety of duties within the Abuse Program. This position is located at the West Region Child & Family Services Head Office, in Rolling River First Nation. ***This is a one year term position.***

### **DUTIES WILL INCLUDE:**

- Providing clerical support to the abuse program
- Responsible for the preparation and the coordination of Regional Abuse Committee Meetings
- Responsible for the preparation of letters, memos, photocopying and transmission of faxes as required
- Opening and closing files related to abuse referrals, abuse incidents and consultations
- Maintaining a filing system and an accurate record of incoming calls regarding abuse referrals, incident reports, consultations and assign as per rotation of unit worker.
- Tracking statistics for the Abinoojiiyeg Naa Da Maa Gewin program
- Preparation of materials and educational material with respect to child abuse and prevention. Coordination of Abuse Program Training and workshops, etc.
- Maintaining a resource library, bulletin board and pamphlet information for the Abinoojiiyeg Naa Da Maa Gewin Unit
- Establishing and maintaining good working relationships with the various parties involved in a multi-disciplinary approach

### **QUALIFICATIONS:**

- Minimum grade XII (preference will be given to Post-Secondary education)
- Must have computer training and/or knowledge of Microsoft Office
- Clerical background and typing skills with a minimum of 50 words per minute
- Knowledge of and appreciation for Ojibway culture and aspirations are essential
- Must have a demonstrated ability to work as part of a team
- Must have excellent interpersonal skills
- Ability to speak Ojibway would be a definite asset
- Good administrative and organizational skills
- Must be familiar with working in a child and family services setting and able to work in the area of child abuse
- Be familiar with the Structured Decision Making assessment tools, Intake & CFSIS is essential

WRCFS offers a supportive, progressive, and innovative work environment, competitive salaries, a great benefits package, and training opportunities. The successful applicant must provide WRCFS with a Criminal Record check *that includes a Vulnerable Sector Search*, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to the commencement of employment. Travel is required. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

**Public Health Guidelines will apply.**

**SALARY:** Commensurate with experience and training and according to Provincial pay scale.

**Please submit resume and cover letter by Fax: (204) 636-6158 or email [jobs@wr-cfs.org](mailto:jobs@wr-cfs.org) addressing;**

**Michael McKay, Abinoojiiyeg Naa Da Maa Gewin Supervisor, WRCFS Inc., Box 280, Erickson, MB, ROJ 0P0**

**DEADLINE FOR APPLICATIONS IS: Tuesday November 28<sup>th</sup>, 2023**

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

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