



## Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA  
UNIT/OFFICE: Winnipeg Service Delivery Office (WSDO)  
LOCATION: 315 McGee Street Winnipeg, MB

**Position:** Placement Desk Worker  
One (1) Full-Time Permanent position

### Awasis Agency

We provide child and family and prevention services to 11 northern First Nations communities in Manitoba and to community members living outside their home community.

### Are you the right person for the Placement Desk Worker position?

As a member of the Foster Care department, the Placement Desk Worker (PDW) recruits foster parents and tracks available placements for children.

You enjoy meeting people, collaborating, and solving problems.  
You thrive in a fast-paced work environment.  
You've worked in child welfare.  
You're willing to travel overnight and to remote locations.

### Qualifications

- BSW and 1-year of child welfare work experience preferred.
- We will consider a combination of education and related work experience; please explain in your cover letter.
- Working knowledge of Microsoft Office (Word, Excel, Outlook).
- Valid drivers license and access to a reliable vehicle required.
- Provide satisfactory Criminal Record, Child Abuse Registry and Prior Contact checks prior to starting the position, and throughout employment as required.

### Working Conditions

- Satisfactory Criminal Record, Driver's Abstract, Child Abuse Registry and Prior Contact checks prior to starting the position and throughout employment as required.
- Approximately 30% travel.

### Compensation

Awasis Agency endeavours to be an employer of choice offering a competitive salary; employer matched pension contributions; employee benefit package including EFAP, vision, dental; and a generous paid time off policy. Salary will be commensurate with experience.

### Closing Date: Friday, June 14, 2024

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. If interested in this opportunity, please reference **COMPETITION NUMBER 2024-060 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 #2024-060  
315 McGee Street  
Winnipeg, MB R3G 1M7  
Fax: 204-790-4455  
Email: [hr@awasisagency.ca](mailto: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.**