

WE'RE HIRING:



FOSTER RESOURCE ADMINISTRATOR/CFSIS CLERK

MAKOOSE C. GAMIK INC.

We are a Child and Family Services Agency that is dedicated to providing caring and supportive services for Long Plain First Nation members. We have offices located in Brandon, Winnipeg, Portage and in Long Plain First Nation.

POSITION SUMMARY

The Foster Resource Administrator/CFSIS Clerk will ensure that CFSIS is up to date with the information required. The Foster Resource Administrator/CFSIS Clerk will also work closely with the Foster Resource Coordinator to ensure that timelines and licenses are up to date. This individual will report to the Foster Resource Coordinator.

QUALIFICATIONS

- Post-Secondary or equivalent diploma/undergraduate degree in social services discipline or related field or a combination of experience and/or education may be considered;
- Minimum of two years experience in Child & Family Services providing mandated/voluntary services;
- Knowledge of the Manitoba Child & Family Services Act and the current changes to the Child & Family Services System;
- Ability to utilize and navigate the Provincial CFSIS system;
- Hold and maintain a valid Class 5 driver's license, access to a reliable vehicle and willing to travel;
- Applicants must include with their application a photocopy of their driver's license and a recent driver's abstract. The fee for obtaining the driver's abstract is borne by the applicant;
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks to be submitted with your application.

Please submit your cover letter & resume to:

Makoose C. Gamik Inc.
Head Office Mailing Address
Box 337, Portage La Prairie, MB R1N 3B7
E-mail: hr@makoosecgi.org

COMPETITION NUMBER: 2024-11

Close Date: July 31, 2024, by 4:00 p.m.

