



# Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**

**OFFICE: Thompson Central Office (TCO)**

**LOCATION: Thompson, MB**

**Position:** **Support Services Worker** (ASAP- January 2022)  
One (1) Full-Time Term Position

Reporting to the Foster Care Supervisor, the Support Services Worker coordinates the external Support Providers for the foster care department in the north. This includes assigning the contracted work in a variety of communities. The Support Services Worker contributes to the foster department by developing and maintaining adequate numbers, and types of supports for foster parents.

## **Key Responsibilities:**

- Recruit Support Service Providers in the communities that the agency serves
- Assign and contract specific services such as driving and respite
- Process Support Service Agreements
- Provide assistance to foster care givers to monitor and supervise Support Service Providers
- Communicate relevant information with Support Service Providers
- Act as liaison between Support Service Providers and the agency

## **Qualifications:**

- 1+ year of experience in the field of foster care programming
- Working knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Demonstrated interviewing skills
- Demonstrated organizational skills
- Experience processing Child Abuse Registry, Prior Contact and Criminal Record checks an asset
- Knowledge of or work experience in northern Manitoba communities preferred
- Demonstrated understanding and respect for Indigenous culture
- Ability to speak the Cree or Dene language is considered an asset

## **Working Conditions:**

- Maintain a satisfactory Prior Contact, Child Abuse Registry Check and Criminal Record Check
- Confidentiality environment with access to sensitive information
- Must be able to work in a fast paced environment
- Minimal travel required

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

**Closing Date: Friday, December 18, 2020**

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Individuals interested in this challenging opportunity please reference **Competition Number 2020-065 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
Competition #2020-065  
701 Thompson Drive  
Thompson, MB R8N 2A2  
Fax: 204-778-8428  
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**