



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Unit: Agency Wide

Location: Work From Home

Position: CFSIS & Statistics Coordinator/Trainer
One (1) Full-Time Permanent Position

Reporting to the Director of Foster Care, the CFSIS (Child & Family Services Information System) & Statistics Coordinator/Trainer maintains the Agency's compliance with the provincial CFSIS database requirements. The incumbent works closely with the other departments, as well as the Quality Assurance Specialist to make certain that all case categories on the database are entered, maintained, and closed with accuracy and in a timely manner. This position ensures the Statistics department meets the needs of the agency; increases efficiencies and responds to changing requirements. The incumbent collects, maintains and analyzes data collected from various data sources to provide accurate reports that communicate a clear understanding of the work being done by the Agency.

Key Responsibilities:

- Manage and monitor the staff and activities of the Stats department.
- Identify and address inefficiencies; make recommendations to management to streamline the day to day operations of the Stats department.
- Verify that the Person Records and Children in Care (CIC), Voluntary Family Services (VFS), Protection cases (PRT), Family Enhancement (FE), Adoption Cases (Ada), and Foster Home Management (FCM) cases are entered into the Child and Family Services Information System (CFSIS).
- Monitor the data input into the Intake Module (IM).
- Provide in-house training on CFSA including: Case Management, Foster Care and the Intake Module.

Qualifications:

- Extensive knowledge of the Standards, Regulations and Acts that pertain to Child & Family Services in Manitoba.
- Familiarity with and understanding of the CFSA.
- Demonstrated understanding and respect for Indigenous culture.
- Ability to speak Cree or Dene languages an asset.

Working Conditions:

- Independent work in a fast-paced, community-based child welfare working environment.
- Up to 20% time spent on overnight, and remote travel
- Access to sensitive information for which confidentiality must be maintained.
- Maintain a satisfactory Prior Contact Check, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract.
- Maintain 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, June 4, 2021

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 2021-026 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 #2021-026
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
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.