



## Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**  
**Location: Winnipeg Service Delivery Office (WSDO)**  
**315 McGee Street, Winnipeg, Manitoba**

**Position:** Intake Stats Clerk  
One (1) Full-Time Permanent Position

Reporting to the Stats Supervisor, the Intake Stats Clerk will ensure services are being delivered in accordance with Provincial Standards. Awasis Agency Policies & Procedures and specific directives. The Intake Stats Worker is the contact person for Intakes by which the community can express its concern for children who may be in need of protection. The Intake Stats Worker is responsible for statistics, to maintain and administer up-to-date records of activities regarding children in care and services to families.

### **Qualifications:**

- Knowledge of CFS legislation, issues and standards preferred
- Good written and oral communication skills
- Good organizational, time management and prioritizing skills
- Demonstrated reliability
- Demonstrated ability to prioritize workloads and meet deadlines
- Desire to make a positive contribution to the community
- Proficiency in Microsoft Word, Excel and Outlook
- Ability to speak and/or understand the Cree language would be considered an asset
- Satisfactory Prior Contact, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract

### **Working Conditions:**

- Must have satisfactory Prior Contact, Child Abuse Registry Check and Criminal Record Check
- Must adhere to confidentiality when working with confidential 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, February 28, 2020**

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 2020-013 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 #2020-013  
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.**