



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

OFFICE: Thompson Central Office (TCO)

LOCATION: Thompson, MB

Position: Data Clerk (Family Enhancement)
One (1) Full-Time Permanent Position

Reporting to the Director of Family Enhancement, the Data Clerk will be responsible for capturing, accurately entering information as well as continuously updating the Family Enhancement Program Intervention Tool Database. Tasks include preparing, sorting and entering information as well as liaise with other members of the Family Enhancement department/team. Some responsibilities include but are not limited to resolving discrepancies in information, responding to information requests from authorized members, ensuring data is backed up, create an efficient filing system for paper documentation, and provide a compiled year-end report when requested while being responsible to maintain confidentiality in accordance with the Agency Policy and Procedure Manual. The incumbent must demonstrate excellent attention to detail. Time management skills are essential that will ensure work deadlines are met and job responsibilities are performed in a timely manner.

Qualifications:

- High school diploma, and/or 2+ years experience in relevant field
- Good communication and written skills
- Skills and knowledge of MS Office Word and Excel
- Strong interpersonal and communication skills
- Ability to maintain concentration for extended periods
- Ability to perform duties with accuracy and efficiency
- Proficient computer and typing skills
- Time management skills
- Knowledge and experience in working with Indigenous populations will be an asset
- Cree or Dene language fluency will be an asset

Working Conditions:

- Must be able to work in a fast paced environment
- Must adhere to confidentiality when working with sensitive information
- Must demonstrate a strong work ethic and be reliable
- Must have satisfactory Prior Contact, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract
- Must possess a valid driver's license and have access to a reliable vehicle

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

Closing Date: Monday, March 2, 2020 – Or Until Filled

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 2020-012 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 #2020-012
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
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