



# PROFESSIONAL EMPLOYMENT OPPORTUNITY

## AWASIS AGENCY OF NORTHERN MANITOBA

### GOD'S LAKE NARROWS UNIT LOCATION: GOD'S LAKE NARROWS, MB

**Position:** **Administrative Support/ Case Aide**  
One (1) Full Time Permanent Position

#### **Summary of Position:**

Reporting to the Unit Supervisor the Administrative Support/Case Aide is responsible for facilitating case-related activities (on behalf of their unit) when working with families and children in the field of child protection and must follow all guidelines related to clients' safety and privacy. The duties would include, but not limited to assist with case management administration, provide administrative support to case workers/Unit, including developing strong relationships with clients, acting as a liaison for Agency and clients, preparing reports, check progress and reports about cases, conducting interviews, assisting with compiling case particulars for Court, ensuring accurate and timely documentation, assist with developing long/short term case plans, developing/facilitating workshops, community education and networking with collateral resources/services.

#### **Qualifications:**

- Combination of education and experience in related field
- Previous experience in child welfare is preferred
- Knowledge of CFS legislation, Regulations and Provincial Standards
- Knowledge of Child & Family Services Information System (CFSIS) would be an asset
- Excellent written and oral communication skills
- Good organizational, time management and prioritizing skills
- Proficiency in MS Office applications (Word, Excel, and Outlook)
- Must be self-motivated with the ability to work independently and in a team setting
- Sensitivity to and an understanding of First Nations culture and values
- Ability to speak and/or understand the Cree or Dene language would be considered an asset

#### **Working Conditions:**

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

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

**Closing Date: Tuesday, March 3, 2020 or until filled**

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 2020-011 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 #2020-011  
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.**