



WEST REGION CHILD AND FAMILY SERVICES, INC.

invites applications for

URBAN SERVICES Administrative Support Winnipeg, MB

WRCFS is a mandated First Nations child and family services Agency responsible to provide a full range of services, including statutory services, voluntary services and prevention services to the children and families of its nine First Nations, residing on and off reserve. The purpose of the programs of WRCFS is to sustain, support, and enhance family and community life. ***This position is based out of the Winnipeg Sub Office.***

Reporting to Administration Manager, the individual will be responsible for providing administrative support to the Urban Service team. Duties include but are not limited to the following: Data Base, CFSIS, and Excel entry. Provide clerical & administrative support, collection of statistics, typing and photocopying.

QUALIFICATIONS:

- Post-secondary education in Administration with 2 years' experience or a combination of relevant education and experience will be considered.
- Must have computer training and/or knowledge of Microsoft Word, Excel, data base and CFSIS experience
- Must have the ability to communicate effectively, both orally and written
- Must have good administrative and organizational skills
- Must have pleasant and professional personality and telephone etiquette
- Knowledge of and appreciation for Ojibway culture and aspirations are essential
- Must be able to work independently and demonstrate initiative and be a team player in a fast paced environment
- Must be able to travel and have reliable means of transportation

The successful applicant must provide WRCFS with a current Criminal Record Check that includes a vulnerable sector search, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to the commencement of employment. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

Public Health Guidelines will apply.

SALARY: Commensurate with experience and training and according to Provincial pay scale.

Please submit your resumes with a covering letter to:

Debbie Erickson
Administrative Manager
West Region Child and Family Services, Inc.
255 Sherbrook St.
Winnipeg, MB
R3C 2B8 Fax: (204) 985-4079

Deadlines for applications: Thursday October 28, 2021

We thank all who apply, however, only those selected for an interview will be contacted.