



**WEST REGION CHILD & FAMILY SERVICES Inc.**  
*invites applications for the position of*

## **Training & Knowledge Keeper** **Rolling River Head Office**

Reporting to the Executive Director, the Training & Knowledge Keeper will be responsible for implementing the policies and programs as approved by the Board of Directors and as directed by the Executive Director in matters relating to training, research and special educational programs; coordinate the planning, development, implementation and evaluation of training programs and special programs undertaken by the agency; preparing with the assistance of the Executive Director, and management team, an annual plan for agency training activities and for agency special programs; assisting in agency relations and liaison; providing for the training of community helpers/resource people; research library; research and evaluation.

### **Qualifications:**

- B.Ed., BSW, MSW, M.Ed. with 2 years' experience or acceptable equivalent combination of education, experience and training, or BSW with 5 years experience.
- Must have ability to communicate effectively both orally and in writing
- Must have proposal writing skills
- Must have excellent interpersonal skills
- Experience with government and provincial funding procedures is an asset
- Knowledge and familiarity with First Nations' governments and communities
- Must be able to work flexible hours
- Knowledge of and appreciation for Ojibway culture and aspirations are essential.
- Must have ability to speak & understand Ojibway
- Must have the ability to make decisions and work effectively with others in a team process
- Must have a valid drivers' license and be willing and able to travel
- Must have access to own reliable transportation
- Must have computer training and/or knowledge of Microsoft Office

The successful applicant must provide WRCFS with a 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. Travel is required. 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.

**DEADLINE FOR APPLICATIONS:**      **Open until position is filled**

Please submit resumes to:      Stella Bone, BSW, MSW, RSW  
Executive Director  
West Region Child & Family Services, Inc.  
Box 280  
ERICKSON, Manitoba R0J 0P0  
Fax: (204) 636-6158

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