



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Unit: Agency Wide

Location: Work from Home - TBD

Position: CFSIS Data Entry Clerk
One (1) Year Full-Time Term Position

Reporting to the Quality Assurance Specialist, the CFSIS (Child and Family Services Information System) Data Entry Clerk continuously updates the CFSIS database on behalf of the Agency. Efficiently managing a large amount of information that may be sensitive or confidential, the CFSIS Data Entry Clerk is focused on tasks and effectively organizes a large volume of data with little direct supervision.

Key Responsibilities:

- Add recordings to CFSIS database and the IM (Intake Module) on behalf of nine regional service delivery offices.
- Enter all legal documentation to CFSIS for files forwarded by Legal Counsel.
- Prepare, sort and identify pertinent information to be entered into database.
- Ensure accuracy of the data that has been inputted and backup as required
- Add and relocate documents onto the Sharepoint and update Agency templates to proper format.
- Track correspondence and follow up with colleagues regarding documentation, legal status, case recordings and reviews.

Qualifications:

- High school diploma, and/or 2+ years' experience in relevant field.
- Good communication and written skills.
- Skills and knowledge of MS Office Word, Excel, and Sharepoint required.
- Demonstrated ability to work effectively with the CFSIS database.
- Proficient computer and typing skills.
- Demonstrated time management skills.
- Knowledge of, or work experience in northern Manitoba communities an asset.
- Cree or Dene language fluency an asset.

Working Conditions:

- Fast-paced, community-based, child welfare environment.
- Confidential environment with access to highly sensitive information.
- Satisfactory Criminal Record, Driver's Abstract, Child Abuse Registry and Prior Contact checks prior to starting the position and throughout employment as required.

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

Closing Date: Friday, November 12, 2021

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 2021-083 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 #2021-083
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
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.

****Note: Following the Provincial Mandate – all employees must provide proof of full covid-19 vaccination on or before October 31, 2021**