



WEST REGION CHILD & FAMILY SERVICES INC.

Invites applications for the position of

SENIOR MANAGEMENT ASSISTANT

Rolling River Head Office

West Region Child & Family Services, Inc. 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.

WRCFS is seeking an experienced and self-motivated individual for the position of Senior Management Assistant based out of our Rolling River Head Office location. The successful applicant will provide strong administrative support to our CBT Program Directors.

Duties will include, but are not limited to:

- Perform general secretarial and administrative duties, routine clerical and typing work for the CBT Program Directors
- Handles interoffice mail for the Program Directors and forwards applicable information on as needed.
- Coordination of and taking minutes at all related CBT meetings as needed
- Responsible for various special projects as assigned by the Program Directors, including coordination of all administrative functions related to WRCFS After Hours On-Call Service
- Complete Prior Contact Checks for WRCFS as needed

Qualifications:

- Relevant post secondary education and/or an equivalent combination of experience and education; with a minimum of five years' experience as an assistant
- Excellent and proven experience in computer skills
- Outstanding organizational skills including efficient handling of detailed work
- Proven ability in all aspects of general office procedures
- Excellent communication skills, both oral and written
- Must have the ability to work independently as well as part of a team
- Must possess a valid driver's license
- Ability to speak Ojibway will be considered an asset
- Knowledge of and appreciation for Ojibway culture and aspirations are essential
- Must be bondable

WRCFS offers a supportive, progressive and innovative work environment, competitive salaries, a great benefits package, and training opportunities. 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 commencement of employment. Travel is required. A valid driver's license and access to own means of reliable transportation is a condition of employment.

Public Health Guidelines will apply.

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

Please submit resumes to: Leanna Flett, B.A., BSW, RSW
Director of Community Based Teams - South
West Region Child & Family Services, Inc.
P.O. Box 280
Erickson, Manitoba
R0J 0P0
FAX: (204) 636-6158

Deadline for Applications is: Friday April 22, 2022

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