



PROFESSIONAL EMPLOYMENT OPPORTUNITY

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT: Bunibonibee Sub-Office

Location: Oxford House, 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
- Commitment to community-based service delivery
- Working knowledge of CFS legislation, standards and issues
- Knowledge of Child & Family Services Information System (CFSIS) an asset
- Demonstrated written and verbal communication skills
- A strong work ethic and reliable
- Proven ability to prioritize workloads and meet deadlines
- 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:

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Maintain a satisfactory Prior Contact check, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract
- Maintain a valid driver's license and have access to a vehicle

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

Closing Date: Tuesday, June 14, 2022

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 2022-041 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 #2022-041
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: Awasis Agency Vaccination policy mandate: fully vaccinated plus booster**