



## Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**

**UNIT: Thompson Central Office (TCO)**

**LOCATION: Thompson, MB**

**Position: Support Services Coordinator**  
One (1) Full-Time Permanent Position

Reporting to a Supervisor of Foster Care Supervisor, the Support Services Coordinator assists in recruiting and assigning Support Service Providers to meet the needs of children and families. The incumbent works independently, demonstrating initiative in the work, while collaborating with co-workers in an effective team environment. The Support Services Coordinator is responsible for fulfilling family service requests, performing child abuse registry checks, criminal record checks, and driving abstracts. The Support Services Coordinator creates work schedules and maintains time sheets for the compensation of support workers. The incumbent has thorough knowledge of Agency's policies, procedures, and practices; is well organized and able to multitask.

### Qualifications:

- Post- Secondary Diploma Family Support Worker an asset
- Microsoft office (Outlook, Excel, Word and Office Suite)
- 2 years experience with CFS and Social Work preferred
- Effective communication skills both verbal and written
- Demonstrated ability to prioritize tasks
- Class 5 Driver License
- Demonstrated knowledge of Northern Communities
- Ability to speak Cree/Dene an asset

### Working Conditions:

- Fast paced, time sensitive, child welfare working environment.
- Work with little supervision in a highly confidential environment.
- Repetitive computer work.
- Occasional overnight or remote travel required.
- Must provide satisfactory Criminal Record check, Child Abuse Registry check and Prior Contact check prior to beginning work 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: Wednesday, August 31, 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 2022-073 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 #2022-073  
701 Thompson Drive  
Thompson, MB R8N 2A2  
Fax: 204-778-8428  
Email: [hr@awasisagency.ca](mailto: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**