



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Location: Winnipeg Service Delivery Office

1240 Main Street Winnipeg, Manitoba

Position: Special Programs Assistant Clerk
One (1) Full-Time Permanent Position

Reporting to the Senior Support Worker, The Special Programs Assistant Clerk provides assistance and support in coordinating family support service providers. Support Service providers perform respite, driving home making and child care duties for the children and families we serve. The Special Programs Assistant Clerk assures that these services are delivered in accordance with Agency policies and relevant legislation.

Collecting and maintaining Family Support Service Agreements, Support Service Providers database, the Special Programs Assistant Clerk receives requests for service and assigns service providers as required.

Ongoing communication the assigned Child and Family Service worker is necessary to monitor the services being provided by the agency.

The Special Programs Assistant Clerk collect, review for accuracy and process service provider's timesheets in a timely manner. On call responsibilities are required of the Special Programs Assistant Clerk.

Qualifications:

- Experience working in a CFS environment preferable
- Experience working as a clerk in an office environment is considered an asset
- Good written and oral communication skills
- Good organizational, time management and prioritizing skills
- Demonstrated ability to prioritize workloads and meet deadlines
- Proficiency in Microsoft Word, Excel and Outlook
- Self-motivated with the ability to work independently as well as 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
- Adhere to confidentiality
- Satisfactory Prior Contact Check, Child Abuse Registry Check, Criminal Record Check with Vulnerable Sector Search and Driver's Abstract
- Possess 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: July 22, 2020

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 2020-008R 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 #2020-008R
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.