

WEST REGION CHILD AND FAMILY SERVICES, INC.

invites applications for the position of

ADMINISTRATIVE SUPPORT/FILE CLERK

Winnipeg Sub Office



WRCFS 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.

Reporting to the Administration Manager, this individual will be responsible for performing a variety of file clerk duties and general administrative support at the WRCFS office located in the Winnipeg. Duties include but are not limited to the following: assisting court clerk, maintaining files, database entry, collection of statistics, typing, photocopying, and reception relief.

QUALIFICATIONS:

- Minimum Grade 12, with training/experience with filing systems and office procedures
- Must have computer training and/or knowledge of Microsoft Word and Excel
- demonstrated ability to communicate effectively, both orally and in writing, and to meet and deal effectively with people
- must have accurate typing speed of a minimum of 40 wpm
 - must have knowledge of and appreciation for Ojibway culture and values
- must have demonstrated ability to work as part of a team
- Must be able to work independently
- Good administrative and organizational skills

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 and child abuse registry check prior to the commencement of employment. Travel is required. A valid driver's license and access to means of transportation for work is a condition of employment.

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

Please submit resumes to: Debbie Nielsen
Administration Manager
West Region Child & Family Services, Inc.
255 Sherbrook St.
Winnipeg, MB R3C 2B8 Fax: (204) 985-4079

DEADLINE FOR APPLICATIONS: Tuesday May 9th, 2023

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