



Child and Family Services of Western Manitoba

strengthening families and protecting children since 1899

Specialized Clerk Typist III Full-time permanent position

Child and Family Services of Western Manitoba is accepting applications for a full-time permanent Clerk Typist III position. This position is 35 hours per week, Monday to Friday, 8:30 am to 4:30 pm.

This specialized clerk role will support the Child Abuse Coordinator and the Child Abuse Committee in completing their requirements under the Child Abuse Committee Regulation. The successful applicant will also be responsible for preparing highly specialized and time-sensitive material such as intakes, reports, notices and legal documentation and providing Family Court Clerk coverage in their absence including attending Provincial Court in a clerical capacity. Work experience or education in the legal field would be considered a definite asset for the successful applicant.

The successful applicant must have the ability to exercise sound judgement and be organized on a daily basis to determine priority of documents and have the ability to quickly learn and develop expertise in Child and Family Services Information System (CFSIS) software, Intake Module software and the Child Abuse Registry system. The successful applicant must also possess strong attention to detail skills, computer skills and excellent knowledge of Windows and Microsoft Office. The successful applicant must be prepared to assist with general clerical duties at times such as photocopying, faxing, scanning, mail, and/or providing Reception coverage.

This position will be compensated on the CT3 salary scale which currently ranges from \$23.24 to \$26.58 per hour. This position is subject to a six-month probationary period. Upon successful completion of the probationary period, the successful candidate will be eligible to join the Agency's comprehensive benefits and pension plans; this includes a defined contribution pension plan, where the employer and the employee contribute 7% each to the employee's future.

Qualifications:

- Graduate of a recognized business program with minimum three years' clerical experience in an office setting required – legal system courses considered a definite asset;
- Previous legal experience and knowledge of legal terminology and documentation;
- Ability to respect and promote confidentiality – direct experience handling confidential information;
- Excellent computer skills, including knowledge and technical proficiency in Microsoft Office (Word, Excel), CFSIS, Intake Module and a minimum 60 words per minute typing speed;
- Ability to communicate well in both written and oral format, as well as build effective working relationships with various individuals such as the Child Abuse Committee members;
- Excellent time management, attention to detail and organizational skills, including the demonstrated ability to determine priorities, meet deadlines and problem solve in a fast-paced environment;
- Demonstrated ability to take initiative and work independently with minimal supervision;
- Successful completion of a Criminal Record check, a Child Abuse Registry check, a Prior Contact check, and a Driver's Abstract will be required.

Please express your interest in this position, or may position which may arise out of this competition file, please send a *cover letter and resume* by Thursday, June 22nd, 2023 at 9:00 a.m. to:

Candace Kowalchuk, Human Resources Specialist
800 McTavish Avenue Brandon, MB R7A 7L4

Email: hr@cfswestern.mb.ca Website: www.cfswestern.mb.ca



We thank all applicants for their interest. - Only those individuals selected for an interview will be contacted.