

WEST REGION CHILD AND FAMILY SERVICES, INC.

invites applications for

URBAN SERVICES RESOURCE ADMINISTRATIVE ASSISTANT

WINNIPEG, MB



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. ***This position is based out of the Winnipeg Sub Office.***

DUTIES INCLUDE:

- Set up and tracking of an event with clients when transportation and supervision requests are submitted
- Maintain a database of current approved and available Wiji'idasowag drivers for supervised events.
- After hours requests
- Liaison and administrative support – Urban Services Team.
- Provide back up
- Works as part of the WRCFS delivery team
- Meets all organizational requirements
- Ensures own professional development
- Maintains own personal development and self-care plan
- Other duties as assigned

QUALIFICATIONS:

- Minimum certificate in Administration field, with training/experience in office procedures or a combination of relevant education and experience will be considered.
- Must have computer training and/or knowledge of Microsoft Word, Excel, and Outlook
- Administrative background and typing skills with a minimum of 40 words per minute and accuracy
- Must have the ability to communicate effectively, both orally and written
- Excellent administrative and organizational skills
- Must have pleasant and professional personality and telephone etiquette
- Knowledge of and appreciation for Ojibway culture and aspirations are essential
- The ability to speak Ojibway would be a definite asset
- Must be able to work independently and demonstrate initiative and be a team player in a fast paced environment
- Must be able to travel and have reliable means of transportation
- Must be able to work flexible hours

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 check with Vulnerable Sector Search, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to the commencement of employment. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

Public Health Guidelines will apply.

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

Please submit resume and covering letter to: Sharon Houle, BSW, RSW
Urban Services Resource Supervisor
West Region Child and Family Services, Inc.
255 Sherbrook St.
Winnipeg, MB
R3C 2B8 Fax: (204) 985-4079

DEADLINES FOR APPLICATIONS: Tuesday August 29th, 2023

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