



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

OFFICE: Thompson Central Office (TCO)

LOCATION: Thompson, Manitoba

Position: Statistics Clerk
One (1) Full-Time Permanent Position

Responsibilities:

Reporting to the Stats Supervisor the Statistics Clerk is responsible for coordinating and recording the receipt of month end statistics reports on Agency case categories. The incumbent must possess excellent computer skills and be adaptable to software applications used by Awasis Agency. There is a requirement for thorough knowledge of policies, procedures and regulations of the Agency. There is also a requirement to demonstrate initiative by offering solutions when problems or discrepancies are identified in the system.

Qualifications:

- Grade 12
- Certificate in an administrative training program with CFS statistics experience is preferred or a combination of education and experience in a similar work setting can be considered
- Ability to adhere to confidentiality when working with sensitive information
- Fast and accurate keyboarding skills
- Analytical problem solving and conceptual skills
- Must have good verbal and written communication skills
- Proficient using Microsoft Word and Excel
- Knowledge of Child and Family Services Information System (CFSIS)

Working Conditions:

- Maintain a satisfactory Prior Contact, Child Abuse Registry Check and Criminal Record Check
- Confidentiality environment with access to sensitive information
- Must be able to work in a fast paced environment
- Minimal travel required

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience.

Closing Date: Friday, July 23, 2021

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 2021-050 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 #2021-050
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
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