



Professional Employment Opportunity
AWASIS AGENCY OF NORTHERN MANITOBA
Unit/Department: Foster Care & Statistics
Location: Thompson, MB or Winnipeg, MB

Position: Administrative Support Clerk - Foster Care
One (1) Full-Time Permanent Position

The Administrative Support Clerk – Foster Care provides a variety of administrative support services to the Foster Care & Statistics department. Preparing and processing documents, taking meeting minutes, maintaining spreadsheets and an electronic bring forward system for the Foster Care Workers and Supervisors. The incumbent is vital to the smooth functioning of the department, assisting with planning and executing special events such as the children’s Christmas party, foster parent recruiting, training and appreciation events. Keeps confidentiality, follows Agency policies and procedures, and demonstrates initiative and sound judgment in determining work priorities.

Qualifications:

- Certificate or diploma in Office Assistant or Business Administration preferred or an equivalent combination of experience and training may be considered
- Working knowledge of the CFSIS database preferred
- Working knowledge of Word, Outlook, and Excel
- Demonstrated understanding and respect for Indigenous culture
- Knowledge of, or work experience in northern Manitoba communities considered an asset

Working Conditions:

- Fast-paced, community-based child protection office
- Confidentiality environment with access to sensitive information
- Cooperative work environment with co-workers, and foster parents
- Maintain satisfactory Criminal Record, Child Abuse Registry and Prior Contact checks
- Maintain a valid driver’s license and access to a vehicle
- Occasional overnight travel

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

Closing Date: Wednesday, November 10, 2021

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Individuals interested in this challenging opportunity please reference **Competition Number 2021-084 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 #2021-084
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.

****Note: Following the Provincial Mandate – all employees must provide proof of full covid-19 vaccination on or before October 31, 2021**