



PROFESSIONAL EMPLOYMENT OPPORTUNITY

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT/OFFICE: Shamattawa Sub-Office

LOCATION: Shamattawa, MB

Position: Security Officer/Custodian
One (1) Full Time Permanent Position

Summary of Position:

Reporting to a Regional Unit Supervisor, the Security Officer/Custodian is responsible to maintain a safe and secure environment for staff and clients by patrolling and monitoring the premises and personnel and provide office maintenance and custodial services for the Unit. The incumbent is expected to exercise initiative and independent judgement in determining work priorities, work methods to be employed, and action to be taken on unusual matters.

Qualifications:

- Minimum of 1 year experience in related field
- A combination of education and experience in a similar work setting can be considered
- Ability to adhere to confidentiality when working around sensitive information
- Analytical problem solving skills
- Must have good verbal and written communication skills

Working Conditions:

- Maintain confidentiality
- Maintain a satisfactory Prior Contact check, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract
- Maintain a valid driver's license and have access to a vehicle

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

Closing Date: Wednesday, November 24, 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 2021-087 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2021-087
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**