



PROFESSIONAL EMPLOYMENT OPPORTUNITY

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT/OFFICE: Bunibonibee Sub-Office

LOCATION: Oxford House, MB

Position: Security Officer/Custodian
One (1) Part Time Permanent Position (night shift/weekends)

Summary of Position:

Reporting to the 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
- Weekends (Saturday & Sunday), 11:30 p.m. – 7:30 a.m.
- Additional hours may be required

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

Closing Date: Wednesday, January 19, 2022

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 2022-002 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 #2022-002
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
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**