



# Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

OFFICE: Barren Lands Sub-Office

LOCATION: Brochet, MB

**Position:** i/Foster Care Worker/Intake Stats Clerk  
One (1) Full-Time Term Position (July 2022)

Under the direct supervision of the Unit Supervisor the Foster Care Worker/Intake Stats Clerk will ensure services are being delivered in accordance with Provincial Standards, Awasis Agency Policies & Procedures and specific directives. The Foster Care Worker/Intake Stats Clerk is the contact person for Intakes by which the community can express its concern for children who may be in need of protection. The Foster Care Worker/Intake Stats Clerk is responsible for statistics, to maintain and administer up-to-date records of activities regarding children in care and services to families. The Foster Care Worker/Intake Stats Clerk is responsible to recruit and license foster homes for placement of children who are coming into care. The incumbent is required to have excellent organizational, written and interpersonal communication skills.

## Qualifications:

- BSW Degree preferred with experience in child welfare or combination of education and experience in a related field with the completion of 2 years in the BSW program may be considered
- Strong commitment to community-based service delivery
- Working knowledge of CFS legislation, standards and issues
- Assessment, interviewing, and counselling skills
- Demonstrated written and verbal communication skills
- Strong work ethic and reliable
- Proven ability to prioritize workloads and meet deadlines
- Proficiency in Microsoft Word, Excel and Outlook
- Self-motivated with the ability to work independently as well as a team setting
- Sensitivity to and an understanding of First Nations culture and values
- Ability to speak and/or understand the Cree language would be considered an asset

## Working Conditions:

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Overnight and remote travel approximately 10% of the time
- 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: Friday, February 11, 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 2022-006 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 #2022-006  
315 McGee Street  
Winnipeg, MB R3G 1M7  
Fax: 204-790-4455  
Email: [hr@awasisagency.ca](mailto: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\*\***