



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
OFFICE: Split Lake (Tataskweyak) Sub-Office
LOCATION: Split Lake, MB

Position: Intake Stats Clerk
One (1) Full-Time Permanent Position

The Statistics (Stats) department works closely with the foster care and finance departments in the agency. The Intake Stats Clerk receives and enters data on all case types, including but not limited to foster care (FCM) files, children in care (CIC) files, protection files (PRT), voluntary family services (VFS), and family enhancement files (FE). The incumbent provides month end reports on case files and supports the work of the Agency with administrative tasks. The Intake Stats Clerk works in a confidential environment and ensures accuracy of data input.

Qualifications:

- Knowledge of CFS legislation, issues and standards preferred
- Good written and oral communication skills
- Good organizational, time management and prioritizing skills
- Demonstrated reliability
- Demonstrated ability to prioritize workloads and meet deadlines
- Desire to make a positive contribution to the community
- Proficiency in Microsoft Word, Excel and Outlook
- Ability to speak and/or understand the Cree language would be considered an asset
- Satisfactory Prior Contact, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract

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, an asset

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

Closing Date: Tuesday, August 16, 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 2022-067 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 #2022-067
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: Awasis Agency Vaccination policy mandate: fully vaccinated plus booster.**