



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Unit: Fox Lake Sub-Office

Location: Fox Lake, MB

Position: Foster Care Worker/Data Clerk
One (1) Full-Time Permanent Position

The Foster Care Worker/Data Clerk is a member of the Foster Care and Quality Assurance and Data departments. The incumbent develops relationships with foster parents and children in care, providing ongoing support and licensing homes. The incumbent receives and enters data on all case types and provides month-end reports on case files. The Foster Care Worker/Data Clerk supports the work of the Agency with administrative tasks, ensuring the accuracy of data input while following the Agency's policies and practices. The work is detailed and requires that confidentiality be maintained.

Qualifications:

- High School education or equivalent.
- 1-2 years of experience in the field preferred.
- Demonstrated organizational skills.
- Knowledge of foster home licensing policies and regulations.
- Familiarity with Microsoft Office (Microsoft Suite, Excel, Word, etc).
- Knowledge and understanding of the Child, Youth and Family Services Act.
- Valid driver's license.
- Maintain satisfactory Criminal record, Child Abuse registry and Prior Contact checks prior to beginning work ad throughout employment as requested.
- Demonstrated knowledge of Northern communities.
- Ability to speak Cree an asset.

Working Conditions:

- Fast-paced, community-based, time sensitive, multi-disciplinary child welfare environment.
- Independent work with little direct supervision.
- Confidential environment with access to highly sensitive information.
- Repetitive computer work.
- Overnight and remote travel may be required occasionally.

Salary: Awasis Agency endeavors to be an employer of choice, and offers a competitive salary, generous paid time off, and an excellent employee benefit package. Salary will commensurate with education and experience.

Closing Date: Thursday, April 25, 2024

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 2024-033 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 #2024-033
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.