



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
Office: Keewatino/Yatthe Ghe Family Enhancement Centre
Location: Unit 5-90 Thompson Drive, Thompson, MB

Position: Data Clerk-Family Enhancement
One (1) Full-Time, Permanent Position

Reporting to the Administrative Services Coordinator, the Data Clerk will be responsible for capturing, accurately entering information as well as continuously updating the Family Enhancement Program Intervention Tool Database. Tasks include preparing, sorting and entering information as well as liaise with other members of the Family Enhancement department/team. Some responsibilities include but are not limited to resolving discrepancies in information, responding to information requests from authorized members, ensuring data is backed up, create an efficient filing system for paper documentation, and provide a compiled year-end report when requested while being responsible to maintain confidentiality in accordance with the Agency Policy and Procedure Manual. The incumbent must demonstrate excellent attention to detail. Time management skills are essential that will ensure work deadlines are met and job responsibilities are performed in a timely manner.

Qualifications:

- High school diploma, and/or 2+ years' experience in relevant field
- Good communication and written skills
- Skills and knowledge of MS Office Word and Excel
- Strong interpersonal and communication skills
- Ability to maintain concentration for extended periods
- Ability to perform duties with accuracy and efficiency
- Proficient computer and typing skills
- Time management skills
- Knowledge and experience in working with Indigenous populations will be an asset
- Cree or Dene language fluency will be 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 prior to starting the position and throughout employment as required
- 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, August 2, 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 2024-081 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 #2024-081
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.