



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT/OFFICE: Transition Program (TP)/Post Majority Support Services (PMSS)

LOCATION: Unit 5-90 Thompson Drive, Thompson, MB.

Position: Case Aide-Transition Program (TP)/Post Majority Support Services (PMSS)
One (1) Full Time Permanent position

Summary of Position:

A member of the Transition Program (TP)/Post Majority Support Services (PMSS), the Case Aide has a key role to assist the Post Majority Workers in case management and programming. The responsibilities include case management, administrative support, compile information, develop productive relationships with clients, assist in the development and delivery of workshops, community education and networking with collaterals. The nature of the work requires that confidentiality and privacy be strictly maintained. The incumbent is a good coordinator, who takes initiative and makes productive contributions to the Transition PMSS Program team.

Qualifications:

- Some post-secondary education, or an acceptable combination of education and work experience.
- 1-2 years of experience in an administrative role or child welfare work environment.
- Proficiency in use of Microsoft office (Excel, Word, Teams, and Outlook).
- Valid Class 5 Driver's License.
- Good understanding of Northern First Nation cultures and communities.
- Ability to speak and write Cree/Dene an asset.

Working Conditions:

- Fast-paced, time-sensitive child welfare working environment.
- Background checks must meet Agency minimal acceptable standards.
- Independent work performed as part of a team.
- Access to highly sensitive and confidential material for which privacy must be maintained.
- Overtime required occasionally.
- Occasional lifting to 30 lbs.
- Up to 10% travel, some of which may be remote and overnight.

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

Closing Date: Wednesday, September 11, 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 2024-099 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 #2024-099
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.