



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Oxford House (Bunibonibee) Sub-Office
LOCATION: Oxford House, MB

Position: Case Aide/Data Clerk
One (1) Full Time Permanent position

Summary of Position:

A member of the Quality Assurance and Data department, the Case Aide/Data Clerk receives and enters data on all case types. The incumbent provides month end reports on case files and supports the work of the Agency with administrative tasks. The work is detailed and performed in an environment for which confidentiality must be maintained.

Qualifications:

- High School education or equivalent.
- 1-2 years experience in office administration preferred.
- Demonstrated organizational skills.
- Familiarity with Microsoft office (Excel, Word and Office Suite) preferred.
- Demonstrated knowledge of Northern communities.
- Ability to speak Cree/Dene an asset.
- Must provide satisfactory Criminal Record check, Child Abuse check and Prior Contact check prior to beginning work and throughout employment as required.

Working Conditions:

- Fast paced, time sensitive, child welfare working environment.
- Independent work with little direct supervision.
- An environment where maintaining confidentiality is important.
- Repetitive computer work.
- Occasional overnight travel.

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

Closing Date: Open Until Filled

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 2024-113 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 #2024-113
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
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.