



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Winnipeg Service Delivery Office (WSDO)
LOCATION: Winnipeg, MB

Position: Data Clerk
One (1) Full Time Permanent positions

Summary of Position:

The Data Clerk supports the efficient operation of the Quality Assurance department and works independently while maintaining confidentiality. The Data Clerk receives and records intakes from the public about child protection concerns, as well as enters and processes information for statistical data. The incumbent is detail oriented, ensures accuracy of information, while following the Agency's policies and practices.

Qualifications:

- Post-secondary education in Business Administration preferred or a combination of relevant experience may be considered
- Experience working in a CFS Agency.
- Experience using the Child & Family Services Information System (CFSIS) database preferred.
- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Knowledge of, or work experience in northern Manitoba communities preferred.
- Speak and understand the Cree or Dene languages an asset.

Working Conditions:

- Fast-paced, multi-disciplinary child welfare environment.
- Access to highly sensitive information for which confidentiality must be maintained.
- Repetitive computer work.
- Background checks must meet Agency's minimal standards

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

Closing Date: Open Until Filled (OUF)

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 2026-045 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 #2026-045
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.