



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Unit: Quality Assurance Department

Location: Thompson, MB

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

Summary of Position:

Reporting to the Data Coordinator, the Data Clerk Supervisor will oversee the Data functions to ensure efficiency and compliance. This includes supervising, supporting and effectively communicating with the Data team and maintain a positive working relationship when addressing problems and coming up with solutions. Responsibilities may include developing forms and spreadsheets, data entry, assisting with audits, identify/address training needs, etc. Responsible for maintaining confidentiality in accordance with the Agency Policy & Procedure Manual. The incumbent must demonstrate excellent attention to detail and be able to locate inadequacies and discrepancies in the system. Time management skills are essential that will ensure work deadlines are met; reports are compiled, and job responsibilities are performed in a timely manner.

Qualifications:

- Business Administration Diploma or related post-secondary certificate and/or experience will be considered
- Knowledge and experience with Child & Family Services Information System (CFSIS)
- Knowledge and experience with Family & Child Tracking System (FACTS)
- Previous Supervisory experience preferred
- Excellent written and oral communication skills
- Proficiency in MS Office applications (Word, Excel, and Outlook)
- Must be self-motivated with the ability to work independently and in a team setting
- Sensitivity to and an understanding of First Nations culture and values
- Ability to speak and/or understand the Cree or Dene language would be considered an asset

Working Conditions:

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Overnight and remote travel approximately 10% of the time
- Background checks must meet Agency minimal standards
- 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: 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 2026-046 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 #2026-046
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.