



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT/OFFICE: 90 Thompson Drive

LOCATION: Thompson, MB

Position: **Administrative Support/Case Aide**
One (1) Full-Time, Permanent position

Summary of Position:

Reporting to the Director, the Administrative Support/Case Aide provides administrative secretarial and support services to the 90 Thompson Drive office staff. The incumbent is expected to exercise initiative and independent judgement in determining work priorities, work methods to be employed, and action to be taken on unusual matters. The duties would include but not limited to assist with the case management administration, provide administrative support to case workers/Unit, including developing strong relationships with clients, acting as a liaison for Agency and clients.

Qualifications:

- Combination of education and experience in the related field
- Previous experience in child welfare is preferred
- Previous experience in a supervisory role
- Good understanding of Microsoft office (Excel, Word and Office Suite)
- Knowledge of Child & Family Services Information System (CFSIS) would be an asset
- Excellent written and oral communication skills
- Demonstrated understanding and respect for Indigenous culture
- Knowledge of, or work experience in northern Manitoba communities considered an asset
- Ability to speak Cree/ Dene languages an asset

Working Conditions:

- Fast paced, time sensitive, child welfare working environment
- Professional office environment
- An environment where maintaining confidentiality is important
- Sensitivity to and an understanding of First Nations culture and values
- Background checks must meet Agency minimal acceptable standards
- Must possess 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: Wednesday, September 2, 2026

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 2026-053 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 #2026-053
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.