

# Animikii Ozoson

Child & Family Services Inc.

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## **JOB OPPORTUNITY: Alt Care Administrative Assistant – 18 Month Term Competition # 2022-05**

### **Overview:**

Working as part of a team, reporting to the Unit Supervisor, the incumbent will serve as the Administrative Assistant providing administrative support to the Alternative Care team.

### **Responsibilities/Duties:**

- Provide support and assist other administrative assistants and case managers with navigating through both CFSIS and Intake Module applications (upload various documents, open and close IM, updating well-being screens, opening/closing CFSIS profiles etc.)
- Create memos, reports, submissions, and other administrative forms to assist with day-to-day service provision
- Maintain accurate databases for managers/supervisors (Legal short and long particulars, daycare applications, special rates, family service master list, service contracts, IGB notification, CFSIS documentation), and electronic filing system in accordance with agency policy and procedures
- Compile data, prepare and complete statistical reports as needed or in reference to compliance reports received from Quality Assurance
- Perform clerical office duties to include, but not limited to, photocopying, faxing, mailing, filing and unit shredding
- Attend meetings to record staff/team minutes
- Maintain and distribute staff intake schedule
- Distribute monthly case list to all case managers and supervisor
- Prepare intake/transfer packages
- Liaise with Indigenous governing bodies as necessary to provide services to families and children
- Other administrative tasks as it relates to supporting the unit to provide services to families and children

### **Qualifications:**

- Strong organization skills with demonstrated ability to prioritize and manage a heavy workload
- Excellent attention to detail including editing and proofreading written documentation

- Excellent written communication skills including drafting correspondence and meeting minutes
- Demonstrated initiative and ability to work independently within a busy office
- Demonstrated ability to handle sensitive material in a confidential and professional manner
- Strong interpersonal skills when working with the public as well as with professional staff
- Excellent computer skills including advanced experience with Word, Excel, PowerPoint & Outlook
- Experience with CFSIS, Microsoft Publisher, or similar database would be an asset
- Knowledge of, and ability to apply Indigenous approaches to working within a CFS agency

**All hiring is subject to a satisfactory Criminal Record Check, Prior Contact and Child Abuse Registry Check.**

Ability to speak Ojibwe is considered an asset. Preference will be given to Indigenous applicants and are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

**As of October 31, 2021, full COVID-19 immunization is required by all employees.**

**Please reference the position and the competition number #2022-05 in your cover letter.**

Job posting will be open until the position is filled.

Submit resume/cover letter to:

Stephanie Fenner, HR Manager, CPHR Candidate  
Animikii Ozoson Child and Family Services  
3-313 Pacific Avenue  
Winnipeg, MB R3A 0M2  
Email: [stephanie.fenner@animikiicfs.org](mailto:stephanie.fenner@animikiicfs.org)