

Animikii Ozoson

Child & Family Services Inc.

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reception.animikii@animikiicfs.org



JOB OPPORTUNITY

Administrative Assistant

Term Position October 2022 – April 2024 (18 Months)

Competition # 2022-23

Overview:

Working as part of a team, reporting directly to the Unit Supervisor, the incumbent will serve as the Administrative Assistant. The incumbent will provide administrative support to the Family Enhancement team in accordance with the Manitoba Child welfare Act and other applicable Provincial and Federal legislation, regulations, protocols and agency policy and procedures. As the Administrative Assistant, the incumbent will also be expected to exercise initiative and may act as a supportive lead to other administrative assistants.

Responsibilities / Duties:

- Possess knowledge of CFSIS and the Intake Module
- Ability to support and assist other Administrative Assistants and Case Managers with navigating through both CFSIS and the Intake Module
- Ability to format memos, reports, submissions, and other administrative forms to assist with day-to-day service provision
- Prepare statistical information on a monthly and yearly basis, or as required
- Perform clerical office duties including photocopying, faxing, mailing, filing and unit shredding
- Prepare administrative documentation to assist Case Managers within their unit to maintain compliance and/or renewal of services to families and children
- Provide reception relief on a rotational basis as required
- Other administrative tasks as it relates to supporting the unit to provide services to families and children

Qualifications:

- Grade 12 High School Diploma, or equivalent, plus a certificate from a recognized administrative program/course with an accredited training and/or educational institute.
- Preferred 3-years' experience in CFS administrative support
- Strong communication skills and interpersonal skills
- Must possess a strong working knowledge of Microsoft Office applications (ex. Word, Excel, Teams, etc.)
- Ability to type a minimum of 50 WPM
- Must possess strong organizational and time management skills with the ability to set priorities and meet deadlines
- CFSIS/IM proficiency required
- Ability to maintain strict confidentiality regarding work performed

All Hiring is subject to satisfactory Criminal Reference Check, Prior Contact and Child

Abuse Registry Check.

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

Please reference the position and competition number # 2022-23 in your cover letter.

We thank all who apply, however, only those selected for interview will be contacted. Job posting will be posted for two (2) weeks.

Qualified AY3 Candidate's Salary: \$41,027.16 - \$46,896.63

Please forward your resume/cover letter and three (3) references 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

We offer:

Competitive market salaries, Paid time away program, Free parking, Excellent benefits package, Pension