

Animikii Ozoson

Child & Family Services Inc.

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reception.animikii@animikiicfs.org



JOB OPPORTUNITY

Alt Care Administrative Assistant Competition # 2024-14

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 Case Management 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:

- Assist with word processing, data entry and file creation
- Create, fax, mail or email correspondence to care providers/foster parents, staff
- Process criminal records checks, child abuse registry checks, prior contact checks
- Maintain accurate statistical information for team
- Maintain accurate data bases with attention to detail
- General clerical duties as directed (including, but not limited to: faxing, photocopying, mail)
- Attend unit meetings; record and distribute minutes as directed
- Create invitations and track attendance of care providers at orientations/workshops
- Prepare home studies, reviews and attach to CFSIS
- Create and prepare various certificates related to training or licensing
- Work within the CFSIS data base to open, track pertinent information of children or foster careproviders
- Provide reception relief on a rotational basis as required

Qualifications:

- Completion of recognized Administrative/Office Assistant program. Equivalent combination of education and training may be considered
- Strong organization skills with demonstrated ability to prioritize and manage a heavy workload
- Excellent attention to detail including editing and proofreading written documentation
- Proficient, 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
- Knowledge of, and ability to apply Indigenous approaches to working within a CFS agency.

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 # 2024-14 in your cover letter.

We thank all who apply, however, only those selected for interview will be contacted. Job posting will be posted until June 10, 2024.

Qualified AY3 Candidate's Salary: \$43,488.28 - \$49,710.57

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