



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Administrative Assistant/Case Aide - Permanent
OFFICE: Mathias Colomb Sub Office
LOCATION: Mathias Colomb, Manitoba

Cree Nation Child & Family Caring Agency (CNCFCA) is responsible for administering and providing for the delivery of Child and Family Services. CNCFCA is dedicated to providing comprehensive CFS Services that are community-based and incorporate both protection and prevention services.

Our agency will strive to maintain family unity.

POSITION SUMMARY:

Under the supervision of the Service Manager, the Administrative Assistant/Case Aide provides administrative support and assists the unit with a variety of tasks. The Administrative Assistant/Case Aide maintains strict confidentiality in performing all duties.

RESPONSIBILITIES:

- Types, edits, formats and transcribes reports, forms, correspondence, files, recordings, minutes, case planning notes and other material as assigned by the Unit Supervisor. Composes routine correspondence and maintains templates.
- Receives, screens, assesses, transfers telephone calls and takes messages.
- Maintains daily attendance records, monitors, records, and relays information regarding staff whereabouts.
- Assists with photocopying, faxing and other administrative duties as assigned.
- Manages incoming and outgoing mail.
- Provides information about administrative procedures for all unit staff.
- Coordinates meetings and meeting spaces.
- Enters information on CFSIS
- Monitors and operates office equipment
- Provides support to other administrative staff as needed.
- Maintain confidentiality in accordance with the agency policy and procedures.
- Direct case management support
- Indirect case management support

EDUCATION AND TRAINING

- Post Secondary Diploma or equivalent
- Ability to converse fluently in Cree (preferred)

KNOWLEDGE & EXPERIENCE

- Ability to use a variety of computer applications such as Microsoft Word, Excel, Outlook, PowerPoint and database systems
- Ability to deal effectively with a variety of visitors and circumstances
- Knowledge of customer service (preferred)
- Good organizational skills and working knowledge of office and administrative procedures and related equipment (preferred)
- Excellent oral and effective communication skills (preferred)

CONDITIONS OF EMPLOYMENT

- Must pass a criminal records check, child abuse registry check and prior contact check.
- Cannot be active on a protection case.
- Must maintain absolute confidentiality in accordance with agency requirements.
- May be assigned to provide coverage or support for other office locations from time to time and as required.
- Other duties related to the position may be assigned.

Deadline: August 16, 2024 @ 4:00 pm

SUBMIT COVER LETTER & RESUME ALONG WITH THREE (3) REFERENCES MARKED “PERSONAL & CONFIDENTIAL” TO:

Human Resource Manager
Cree Nation Child & Family Caring Agency
Box 10130
Opaskwayak, MB. R0B 2J0
Fax: 204-623-3847
Email: hr@creenation.ca

We thank all who apply and advise that only those selected for further consideration will be contacted.

“Please visit our website at <https://creenation.ca>”