



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Filing Clerk – Permanent Position
OFFICE: Regional Office
LOCATION: Opaskwayak, 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 general direction of the Executive Administration, the file clerk maintains all ward files, all ward archiving, regional office supply inventory and performs other tasks as required.

RESPONSIBILITIES:

- To maintain the ward filing system and archiving system
- To cover for Receptionist as required
- To greet the public and provide information as requested or redirect to appropriate personnel
- 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.

EDUCATION & EXPERIENCE

- High School diploma or equivalent
- Administrative Assistant Certificate/Diploma or Computer Business applications Certificate or equivalent
- Excellent interpersonal skills
- Team building skills
- Excellent written and verbal skills
- Detail oriented; able to multitask and meet deadlines
- Very effective organizational skills and working knowledge of office and administrative procedures and related equipment (preferred)
- Maintain strict confidentiality
- Ability to use a variety of computer applications such as Microsoft Word, Excel, Outlook, PowerPoint and database systems

CONDITIONS OF EMPLOYMENT

- Must pass a criminal records check, child abuse registry check and prior contact check.
- Cannot be active on a protection case.
- Varied amounts of travel required
- Must have a valid Manitoba driver's license
- Other duties related to the position may be assigned

Deadline: August 27, 2026 @ 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>”