CREE NATION CHILD & FAMILY CARING AGENCY
JOB OPPORTUNITY

POSITION: Administrative Assistant – Perm Position
OFFICE: Mathais 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 Unit Supervisor, the Administrative Assistant serves as the first point of contact for Agency clients, guests, visitors or others. The Administrative Assistant serves to receive and direct people, correspondence and contact/calls to the appropriate Agency personnel or department. The Administrative Assistant provides a professional and pleasant point of entry for the Agency and will maintain 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. Take minutes at meetings as required
- Enters information on CFSIS
- Monitor and operate office equipment
- Provides support to other administrative staff as needed
- Maintain confidentiality in accordance with the agency policy and procedures

EDUCATION & EXPERIENCE:
- Post Secondary Diploma or equivalent
- Ability to converse fluently in Cree (preferred)
- 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: November 13, 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"