



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Winnipeg Service Delivery Office
LOCATION: 315 McGee Street, Winnipeg, MB

Position: Case Aide
One (1) Full Time Permanent position

Summary of Position:

Reporting to the Unit Supervisor, the Case Aide provides practical and administrative support to the Worker(s) and Supervisors. While following guidelines related to clients' safety and privacy, the Case Aide is responsible for facilitating case-related activities on behalf of the unit when working with families and children. Demonstrating a working knowledge of legislation, Agency policies and practices the Case Aide is responsible to check case progress, assist with compiling case particulars for Court, ensuring accurate and timely documentation, among other tasks.

Qualifications:

- Some post-secondary education, or an acceptable combination of education and work experience.
- 1-2 years of experience in an administrative role or child welfare work environment.
- Experience working in CFSIS an asset.
- Proficiency in use of Microsoft office (Excel, Word, Teams, and Outlook).
- Valid Class 5 Driver's License.
- Good understanding of Northern First Nation cultures and communities.
- Ability to speak and write Cree/Dene an asset.

Working Conditions:

- Fast-paced, time-sensitive child welfare working environment.
- Provide satisfactory Driver Abstract, Criminal Record, Child Abuse Registry and Prior Contact checks prior to starting the position, and throughout employment as required.
- Independent work performed as part of a team.
- Access to highly sensitive and confidential material for which privacy must be maintained.
- Up to 5% travel, some of which may be remote and overnight.

Salary: Awasis Agency endeavours to be an employer of choice, and offers a competitive salary, generous paid time off, and an excellent employee benefit package. Salary will commensurate with education and experience.

Closing Date: Tuesday, September 19, 2023

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2023-086 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2023-086
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.