**CHILD AND FAMILY ALL NATIONS COORDINATED RESPONSE NETWORK**
**EMPLOYMENT OPPORTUNITY – COMPETITION #2026-14-02 Repost**

ANCR (Child and Family All Nations Coordinated Response Network) delivers centralized, essential intake services that are part of the comprehensive and coordinated child and family services system in the City of Winnipeg. We provide crisis response and intake case services, conduct abuse investigations and offer preventative programs and services. ANCR is generally the first point of contact with the child and family services system. We provide service 24 hours a day, 7 days per week. ANCR receives both emergency and non-emergency calls, with highly qualified staff making initial assessments and referring callers to ongoing services as appropriate.

ANCR's goal is to promote and support the safety and wellbeing of children and families by providing culturally appropriate, strength-based child and family intake services. We recognize the role we must take in reconciliation as we embrace and support the inherent right of Indigenous communities to care for and ensure the wellbeing of their children. Our role as a designated intake agency is to commit to the Truth and Reconciliation Calls to Action and ensure that we are always acting to end the colonization and multigenerational trauma perpetrated by our system.

**POSITION:** **EIP Resource Centre Administrative Assistant - Full time – Term position (ending January 3, 2028)**

**LOCATION:** **627 Erin Street, Winnipeg, Manitoba.**

**CLASSIFICATION:** **AY3**

**SALARY:** **$48,709.85 to $57,063.71 per annum ($25.75 – $30.17/hr.)**

**CLOSING DATE:** **October 6, 2026**

**THIS POSITION IS DESIGNATED INDIGENOUS. APPLICANTS ARE ENCOURAGED TO SELF DECLARE. WE VALUE LIVED EXPERIENCE AND KNOWLEDGE OF INDIGENOUS WAYS OF KNOWING, THINKING, AND BEING. ALL OTHER APPLICANTS MUST HAVE A DEDICATION TO ALLYSHIP WITH INDIGENOUS PEOPLE AND AN ONGOING COMMITMENT TO RECONCILIATION.** ***An eligibility list may be created for similar positions and will remain in effect for 6 months.***

**QUALIFICATIONS:**

- Must have an understanding of the impact of colonization and the legacy of residential schools and 60's scoop, be passionately committed to de-colonization actions, and have the knowledge to mitigate the stereotypes and myths applied to Indigenous Peoples.
- Grade 12 plus a certificate in a 1-year Administrative Course, or a combination of relevant experience and education.
- The successful candidate must have at least 2 years' experience in administrative support.
- Experience in the areas of reception, processing mail, and filing is required.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook are required.
- Must possess strong communication and interpersonal skills to effectively interact with other support/professional staff and the public.
- Demonstrated ability to work under minimum supervision and in a team setting.
- Fluency in French and/or an Indigenous language is an asset
- Must possess strong organizational and time management skills with the ability to set priorities and meet deadlines.
- The ability to achieve quality results while multitasking and experience in adapting to a changing workplace is essential.
- Knowledge of department programs and experience with Intake Module/CFSIS would be an asset.
- The core competencies for this position include communication, cultural competence, customer/client focus, decision-making, collaboration, organizational ability, and stress tolerance.
- A satisfactory criminal records check, prior contact check and a check of the Child Abuse Registry
- Applicants must be legally entitled to work in Canada.

**DUTIES INCLUDE:**
The Indigenous Family Service Team Administrative Assistant provides comprehensive administrative support to professional and managerial staff and also support other administrative staff and reception. Duties include:

- Word processing for a variety of confidential and complex documents
- Taking minutes at referral meetings
- Compiling statistics and data as required
- Opening, closing, and transferring of files
- Compiling and maintaining resources and event information for families
- Assisting in identifying and relaying information to collaterals
- Performing a full range of standard administrative tasks.

**All qualified internal candidates will be considered first. Testing may form part of the selection process. ANCR is committed to employment equity and diversity and encourages applications from all qualified candidates, including women, people of any sexual orientation, gender identity, or gender expression; visible minorities and racialized people; and people with disabilities. Your cover letter and resume must clearly indicate how you meet the qualifications. Please review www.ancr.ca for more information. Please submit your resume by October 6, 2026, with cover letter and quote Competition #2026-14-02 to:**

**Human Resources**
**Child and Family All Nations Coordinated Response Network**
**2-200 Main Street, Winnipeg, MB, R3C 1A8 Email: ancr-hr@gov.mb.ca**

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

**The Child and Family All Nations Coordinated Response Network (ANCR) acknowledges that we are on Treaty One Land. On Turtle Island, this is the traditional territory of the Cree, Anishnaabe, Oji-Cree, Dene, and Dakota peoples and the homeland of the Metis Nation.**