



# Anishinaabe Child & Family Services

Head Office

Fairford, Manitoba R0C 0X0

Tel: (204) 659-4546 Fax: (204) 659-5877



Outreach Office 56-1313 Border Winnipeg, MB R3H 0X4 Tel: 942-0788 Fax: 957-1734	Lake MB FN Box 1248 Lake MB FN MB, R0C 3K0 Tel: 768-2317 Fax: 768-9007	Ashern PO Box 451 Ashern, MB R0C 0E0 Tel: 768-2852 Fax: 768-2630	Pinaymootang First Nation Fairford, MB R0C 0X0 Tel: 659-5707 Fax: 659-5877	Little Saskatchewan First Nation St. Martin, MB R0C 2T0 Tel: 659-4403 Fax: 659-5391	Lake St. Martin First Nation Gypsumville, MB R0C 1J0 Tel: 659-5855 Fax: 659-5724	Dauphin River First Nation Gypsumville, MB R0C 1J0 Tel: 659-5810 Fax: 659-5816
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## EMPLOYMENT OPPORTUNITY

### FOSTER CARE RESOURCE ADMINISTRATIVE SUPPORT (Permanent – Full time)

#### WINNIPEG – OUTREACH OFFICE

Anishinaabe Child & Family is seeking one (1) **Foster Care Resource Administrative Support Worker** on a **full-time permanent position** to work out of the Outreach Office at Unit 66 – 1313 Border Street, Winnipeg, Mb.

#### GENERAL DUTIES:

The Foster Care Administrative Support will function as an effective team member and contribute to the administrative operations to the Foster Care Team at the Winnipeg Outreach Office.

#### SPECIFIC DUTIES:

- Provides Admin Support to Outreach Foster Care Staff.
- Create and maintain Foster Care Files utilizing CFSIS.
- Create and maintain Agency Foster Care case list.
- Create and maintain Agency Foster Care packages.
- Provides coverage and assistance to Outreach Admin Team.
- Maintain Filing for Outreach Foster Care Team.
- Maintains and gathers statistical data/information for Foster Care Team.
- Records minutes for meetings as required.
- Creates and maintains Agency Forms for Foster Care Team.

#### QUALIFICATIONS/REQUIREMENTS:

- Administrative Certificate or Diploma from a recognized educational institute.
- Excellent organizational and communication skills.
- Ability to function as an effective team member.
- Ability to work in a fast-paced environment.
- Good typing skills and must be computer literate (Microsoft Word, Excel and knowledgeable of CFSIS would be a definite asset).
- Minimum 2 years office or clerical experience.
- Knowledge of First Nations traditions, values and beliefs.
- Ability to speak Ojibway would be an asset.

**DEADLINE FOR APPLICATIONS: October 1, 2019 @ 12:00 pm (Noon)**

**PLEASE SUBMIT RESUMES WITH THREE (3) REFERENCE LETTERS TO:**

**Henrietta Pratt – Human Resources Manager  
Anishinaabe Child & Family Services  
56 – 1313 Border Street  
Winnipeg, Manitoba R3H 0X4  
[Henrietta.Pratt@anishcfs.org](mailto:Henrietta.Pratt@anishcfs.org)  
Fax: 204-957-1734**

We thank you for your interest in applying however only those selected for an interview will be contacted.