



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 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

INTAKE WORKER (TERM POSITION)

PINAYMOOTANG SUB-OFFICE

Anishinaabe Child & Family Services is seeking one (1) Intake Worker on a **one (1) year term position** who will provide services and administrative support to the area Supervisor and workers for the Pinaymootang sub-office.

Duties include receiving intakes and referrals by telephone or in person and file management.

QUALIFICATIONS:

- Minimum of two (2) years experience in child welfare.
- Excellent people skills/ communication and writing skills.
- Knowledge of Child & Family Services Data Base Systems.
- Must have Grade 12 Diploma.
- Must be computer literate.
- Word processing and filing skills.
- Ability to speak a native language preferably Saulteaux.
- Must have a reliable vehicle and Driver's License as some travel may be required.

DEADLINE FOR RESUMES: TUESDAY, NOVEMBER 28, 2017 @ 12:00 NOON

PLEASE SUBMIT RESUME WITH COVER LETTER AND THREE (3) REFERENCES TO:

**HENRIETTA PRATT
HUMAN RESOURCES MANAGER
ANISHINAABE CHILD & FAMILY SERVICES
56 – 1313 BORDER STREET
WINNIPEG, MANITOBA R3C 1K4
EMAIL: Henrietta.Pratt@anishcfs.org
FAX: 1 (204) 957-1734**

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