



# Anishinaabe Child & Family Services

Outreach Office

56 -1313 Border Street, Winnipeg, Manitoba R3H 0X4

Tel: (204) 942-0788 Fax: (204) 957-1734



Head Office	Lake Manitoba	Ashern	Pinaymootang	Little Saskatchewan	Lake St. Martin	Dauphin River
Pinaymootang	First Nation	PO Box 451	First Nation	First Nation	First Nation	First Nation
Fairford, MB	Vogar, MB	Ashern, MB	Fairford, MB	St. Martin, MB	Gypsumville, MB	Gypsumville, MB
ROC 0X0	ROC 3C0	ROC 0E0	ROC 0X0	ROC 2T0	ROC 1J0	ROC 1J0
Tel: 659-4546	Tel: 768-2317	Tel: 768-2852	Tel: 659-5707	Tel: 659-4403	Tel: 659-5855	Tel: 659-5810
Fax: 659-5877	Fax: 768-9007	Fax: 768-2630	Fax: 659-5877	Fax: 659-5391	Fax: 659-5724	Fax: 659-5816

## EMPLOYMENT OPPORTUNITY

### PARALEGAL/ADMIN. SUPPORT

### WINNIPEG – OUTREACH OFFICE

Anishinaabe Child & Family Services is seeking an individual to fill a full-time permanent position as the Paralegal/Admin. Support for the Outreach office at Unit 56-1313 Border Street, Winnipeg, Mb. The Paralegal/Admin Support, aspect, entails that you would be responsible to provide Admin support to the Outreach Staff and attend to the agency child protection court docket at the Court of Queen's Bench and the Provincial Court.

#### SPECIFIC DUTIES:

- Ensures all respondents are properly served with all necessary documents prior to court hearing.
- Acts as a liaison between Agency staff and Agency's legal counsel.
- Attends all Agency Child Protection court hearings and pre-trial conferences as required.
- Utilizes CFSIS and enters all legal information on the system.
- Maintains legal files in a professional manner.
- Applies and obtains legal documents (i.e., birth, death, marriage certificates which are required for court purposes).
- Provides Admin Support to Outreach Staff.

#### QUALIFICATIONS:

- Office Administrative Certificate and/or two (2) year experience in Office environment.
- Experience performing administrative/ clerical duties in a court or a related legal environment.
- Experience working with legal documents, process and meeting deadlines.
- Willingness to attend professional training.
- Excellent communication and writing skills.
- Ability to speak and/or understand the Ojibway language and tradition.
- Must possess a valid driver's license and access to own reliable vehicle.
- Applicant will be subject to criminal record, child abuse registry and Agency prior contact check.

**DEADLINE FOR APPLICATIONS: TUESDAY, MAY 21, 2019**

**Please forward resume with three (3) written references to:**

**HENRIETTA PRATT  
HUMAN RESOURCES MANAGER  
Anishinaabe Child & Family Services  
56-1313 Border Street  
Winnipeg, Manitoba R3H 0X4  
EMAIL: [Henrietta.Pratt@anishcfs.org](mailto:Henrietta.Pratt@anishcfs.org)  
FAX: 1-204-957 1734**

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