



**Competition No.:** 2018-0212  
**Position:** CULTURAL ASSISTANT  
**Classification:** \$44,122.05 – \$50,279.04  
**Conditions:** Full-time, Non-unionized position  
**Department:** Cultural Department  
**Location:** 360 Broadway Avenue (and various community locations)  
**Date Posted:** April 27, 2018  
**Closing Date:** 4:00 p.m. on May 11, 2018  
**How to apply:** Email: [tamara.cardinal@secfs.org](mailto:tamara.cardinal@secfs.org) Fax: (204) 947 – 0009

Internal Posting	<input checked="" type="checkbox"/>
External Posting	<input checked="" type="checkbox"/>
Permanent	<input checked="" type="checkbox"/>
Term	<input type="checkbox"/>

Forward your resume (with references) and cover letter stating clearly how you meet the qualifications stated in this job posting. Please cite the competition number and position in the subject line when submitting by email or fax.

Preference will first be awarded to: qualified Aboriginal candidates (First Nations, Inuit or Metis) and Southeast community members meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.

**Southeast Child & Family Services (SECFS)** provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

**REPORTING:** The incumbent will be under the direction of the Cultural Coordinator.

**POSITION SUMMARY:** The incumbent is responsible for providing administrative and clerical services to the Cultural Coordinator. Providing these services in an effective and efficient manner will ensure that unit’s operations are maintained.

**DUTIES AND RESPONSIBILITIES:**

Clerical

- Answering telephone calls;
- Processing unit daily mail; sort, process, and route incoming mail; maintain a log of all incoming and outgoing mail;
- Perform clerical duties;
- Schedule and confirm appointments ;
- Maintain and update filing; label, copy and retrieve documents;
- Word processing of reports, forms, correspondence, etc.;
- Processing of invoices for third party service providers;
- Operates fax, photocopier, computer, shredder, etc.;
- Assist with typing, filing, photocopying;
- Maintains the unit’s attendance record;

Cultural

- Liaison with Elders and Cultural supports;
- Willing to attend Anishinaabe ceremonies or cultural activities;
- Assist in transportation of children and youth to cultural activities;
- Order and maintain inventory of office and cultural supplies;
- Assist in the program development and delivery;
- Other duties as assigned by the Cultural Coordinator.

**QUALIFICATIONS:**

Conditions of Employment

- Must be legally entitled to work in Canada;
- Satisfactory Criminal Records Check, Prior Contact Check, Child Abuse, Adult Abuse Registry checks are a requirement of all SECFS positions.
- Position requires candidate to be able to work within Winnipeg and surrounding areas and travel to the communities SECFS services.
- Must possess a class 5 driver’s license and vehicle.
- Have or be willing to obtain a class 4 driver’s license.

Essential Criteria

- Intermediate proficiency in MS Word, Excel, and Outlook Express.
- Demonstrated ability to work independently as well as part of a team.
- Have excellent oral and written communication skills.
- Knowledge of the Anishinaabe culture, worldview and traditions.