



# WEST REGION CHILD & FAMILY SERVICES INC.

## invites applications for the position of **ALTERNATE CARE/GAA GII KWENG ADMINISTRATIVE ASSISTANT**

### **ROLLING RIVER FIRST NATION**

Reporting to the Alternate Care Supervisor the worker will be responsible for performing a variety of duties within the Alternate Care & GGK Unit. ***This position is based out of the head office at Rolling River First Nation.***

#### **DUTIES WILL INCLUDE:**

- Processing all information with respect to foster care application
- Contact with RCMP/Abuse Registry and other agencies regarding care providers' police, abuse and prior contact checks
- Opening and closing files related to foster care, adoption, and repatriation
- Tracking Statistics for the Alternate Care Department
- Provide support to the Alternate Care & GGK workers as needed
- Knowledge of the CFSIS system or willingness to learn
- Minute taking and photocopying for the Alternate Care Department
- Assisting with coordination of Foster Parent training, workshops, orientation, and foster parent appreciation
- Tracking of Place of Safety resources
- Sending out application packages to all people who request to foster
- Maintaining a filing system

#### **QUALIFICATIONS:**

- Minimum Grade XII (preference will be given to post secondary education).
- Knowledge and experience in computerized programs, i.e. Microsoft Office
- Clerical background and typing skills with a minimum of 50 words per minute
- Knowledge of and appreciation for Ojibway culture and aspirations are essential.
- Must have demonstrated ability to work as part of a team
- Must have excellent interpersonal skills
- The ability to speak Ojibway will be considered a definite asset.
- Excellent administrative and organizational skills
- Must be willing to complete criminal record and child abuse registry checks

All applicants must be willing to submit a Criminal Record check that includes a Vulnerable Sector Search, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to employment. Travel is required. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

**SALARY:** Commensurate with experience and training and according to Provincial pay scale.

**DEADLINE FOR APPLICATIONS:** Tuesday February 5<sup>th</sup>, 2019

Please submit resumes to:  
Suzanne Gebken, BSW, RSW  
Alternate Care/GGK Supervisor  
West Region Child & Family Services, Inc.  
255 Sherbrook Street  
Winnipeg, Manitoba R3C 2B8  
Fax: (204) 985-4079

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