



Metis Child, Family & Community Services (MCFCS) Agency is a mandated child and family services agency with the responsibility to administer and manage culturally appropriate community-based child protection and support services for Metis and Inuit people in Manitoba.

ADMINISTRATIVE ASSISTANT

FULL TIME, PERMANENT POSITION

Position: Administrative Assistant
Competition: MCFCS-AA-2017.021
Hours of Work: 7.25 hours per day
Classification and Salary: AY3 \$20.09- \$22.96 per hour
Location: Winnipeg, MB

The Administrative Assistant provides professional administrative support services to a Family Service provider team within the MCFCS' Family Services Unit. This is a demanding position requiring the highest level of confidentiality. The incumbent is responsible to manage multiple projects to completion, including gathering, analyzing and formulating information necessary to maintain adequate and accurate sets of files, documents and records. As a member of the administrative team, the incumbent also provides coverage on reception, as required. It is the responsibility of every position to provide, where requested culturally relevant service or assist with access to such service.

Listed below is a summary of the qualifications and responsibilities of the position; complete job descriptions will be available to the successful candidate.

Key Responsibilities and Activities:

- Receives, screens, assesses, transfers telephone calls and takes messages.
- Assists with front desk reception duties for Agency by providing back-up coverage during breaks, vacations, illness, or other absences of the primary incumbent
- Sorts and distributes incoming and outgoing mail.
- Drafts correspondence, legal documents, reports, forms, records files and minutes along with any other correspondence required.
- Maintain attendance records of employees; daily staff field activity; complete timesheets and expense/mileage claims and forward reports to Finance for payroll processing and reporting.
- Ensuring the physical files are maintained and cleaned regularly.
- Complete outstanding stats and make necessary changes on CFSIS
- Distributes notices of meetings, profiles and agendas and maintains records

Education and Experience

- Post-secondary administrative and/or business administration training.
- Proficiency in a variety of computer applications (Word, Excel, Powerpoint, CFSIS, Access) in a network environment.
- One year in an administrative role preferably within a Child and Family Services environment.

Knowledge, Skills and Abilities

- Demonstrated knowledge of Metis and Inuit cultures.
- Excellent interpersonal and organizational skills.
- Strong verbal and written communication skills.
- Ability to work independently and collaboratively in a participative work environment.
- Ability to adapt to changing requirements, maintaining effectiveness and efficiency in varying circumstances.
- Ability to manage multiple projects and handle a large volume of work.
- Ability to maintain confidentiality within and outside the Agency.
- Operating in a high-stress, deadline oriented environment with a focus on speed, accuracy, and quality.
- Extremely detail oriented and accurate data entry skills with a typing speed of 50 words per minute
- Ability to develop reports and processes within recognized MS software applications: database (Access), spreadsheet (Excel), presentation (Power Point) and word processing (Word).

Prior to commencing employment the successful applicant will be asked to provide satisfactory results of a Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check, and Prior Contact Check upon hire at their own expense. In light of long processing times for these checks we encourage applicants to apply early, as this will reduce wait times to begin employment.

MCFCS offers a supportive and progressive work environment, competitive salaries, excellent benefits package and training opportunities.

Please submit your resume under covering letter indicating the competition number to:

Human Resources
Metis Child and Family Services Authority
Email: hr@metisauthority.com

Deadline for applications: 8:30 a.m. THURSDAY, August 3, 2017

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

Preference will be given to Metis and Inuit applicants.