



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

Competition #: MCFCS-AA-2018.027
Hours of Work: 7.25 hours per day
Classification and Salary: AY3, \$37,996 - \$43,424 annually
Location: Winnipeg, MB

The incumbent provides professional administrative support services to a Family Services and Permanent Ward provider team within the MCFCS' Interlake 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.

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

Main Areas of Key Responsibilities and Activities:

- Provides professional customer service to clients and the general public
- Provides back-up coverage for Agency's reception desk
- Provides administrative and clerical desk support to Supervisors
- Opens, closes and maintains administrative files
- Type correspondence, legal documents, reports, forms, records files, minutes, etc.
- Maintains attendance records of the Unit's employees and forwards reports to Finance for payroll processing
- Distributes notices of meetings, profiles and agendas and maintains records for Agency committees
- Attends meetings (Unit, Administrative Assistants, staff) and acts as recording secretary for Committee meetings
- Maintains Unit caseload records system, manual and enters client data in Child and Family Information Services Information System
- Provides information and orientation to family service providers and collaterals regarding administrative procedures
- Assists in identifying and relaying information to collaterals or redirecting to appropriate resources
- Sorts and distributes incoming and outgoing mail
- Provides support for all office equipment, e.g. fax, photocopier, computer, Dictaphone

Education and Experience:

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

Knowledge, Skills and Abilities:

- Demonstrated knowledge of Metis and Inuit cultures
- Excellent interpersonal, organizational, oral 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
- Ability to establish and maintain effective relationships with employees, committees, work groups and the public
- Extremely detail oriented and accurate data entry skills with a typing speed of 50 words per minute

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, Prior Contact Check and a Driver's Abstract 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. A valid Manitoba driver's license and the use of a personal vehicle are requisites as travel within and outside the city are required.

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

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

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

Deadline for applications: 8:30 am, Friday, April 20, 2018

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

Preference will be given to Metis and Inuit applicants.