



**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.

## **File Clerk PERMANENT FULL TIME POSITION**

**Position:** File Clerk  
**Competition #:** MCFCS-FC-2017.011  
**Hours of Work:** 7.25 hours per day  
**Classification and Salary:** AY2; \$17.60- \$19.95 per hour  
**Location:** Winnipeg, MB

As a member of the Operations Team, the Data Entry/File Clerk will receive and register documents for data collection. Under the supervision of the Director of Services, the File Clerk is responsible for entering data according to specified format, verify accuracy and completeness of data; as well as, update and maintain CFSIS data base and complete administrative and reporting requirements. 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.

### **Main areas of Key Responsibilities and Activities**

- Receive and register documents for data collection.
- Enter data according to specified format.
- Ensure data accuracy and integrity.
- Add new material to file records, and create new records as necessary
- Answer questions about records and files.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements. .
- Find and retrieve files in response to requests from authorized users.
- Create and keep records of materials filed or removed
- Maintain adequate and accurate hard and electronic files.
- Perform general office duties such as typing, sorting mail, and files.
- Provided backup and support to Administrative Assistants and Receptionist when needed.
- Other duties as assigned

### **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.
- One year experience in data entry.
- Experience working with Child and Family Services Information System (CFSIS) database is an asset.

### **Knowledge, Skills and Abilities**

- Demonstrated understanding of Métis culture and communities.
- 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).
- Excellent interpersonal and organizational skills.
- Strong verbal and written communication skills.
- Ability to work independently and collaboratively in a participative work environment.

**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.**

**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  
201-150 Henry Avenue Winnipeg, Manitoba R3B 0J7  
Email: [hr@metisauthority.com](mailto:hr@metisauthority.com)**

**Deadline for applications: 8:30 a.m. TUESDAY, JULY 4, 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.**