

CHILD AND FAMILY ALL NATIONS COORDINATED RESPONSE NETWORK **EMPLOYMENT OPPORTUNITY – COMPETITION #2017-743 - REPOST**

ANCR (*Child and Family All Nations Coordinated Response Network*) delivers centralized, essential intake services that are part of the comprehensive and coordinated child and family services system in the City of Winnipeg. We provide crisis response and intake case services, conduct abuse investigations and offer preventative programs and services. ANCR is generally the first point of contact with the child and family services system. We provide service 24 hours a day, 7 days per week. ANCR receives both emergency and non-emergency calls, with highly qualified staff making initial assessments and referring callers to ongoing services as appropriate.

POSITION: EIP Administrative Assistant – Permanently Funded
LOCATION: 835 Portage Avenue
CLASSIFICATION: AY3
SALARY: \$40,446 to \$46,227 per Annum
CLOSING DATE: June 27, 2017

This position is designated Aboriginal, applicants are encouraged to self-declare.

An eligibility list may be created for similar positions and will remain in effect for 6 months.

QUALIFICATIONS:

- Grade 12, plus a certificate in a 1 year Administrative Course, or comparable experience and education.
- Minimum 2 years work experience providing administrative support, including experience in the areas of reception, processing mail and filing.
- Proficiency in Microsoft Word, Excel, Publisher, PowerPoint and Outlook.
- Demonstrated strong communication and interpersonal skills to respectfully and effectively interact with agency collaterals, staff and the public.
- Ability to work under minimum supervision and in a team setting.
- Strong organizational and time management skills and an ability to set priorities and meet deadlines.
- Ability to achieve quality results while handling multiple tasks and experience in an active work environment.
- Knowledge of ANCR programs and experience with Intake Module/CFSIS would be an asset.

A satisfactory criminal record check, child abuse registry check and a prior contact check is mandatory. The core competencies for this position include: communication, cultural competence, customer/client focus, decision-making, collaboration, organizational ability, and stress tolerance.

DUTIES:

The Family Service Team Administrative Assistant provides comprehensive administrative support to professional and managerial staff and may also act as a support to other administrative staff and reception. Duties include word processing for a variety of confidential and complex documents, taking minutes at referral meetings, compiling statistics, opening, closing and transferring of files, compiling and maintaining resource and event information for families, assisting in identifying and relaying information to collaterals, and the full range of standard administrative tasks.

All qualified internal candidates will be considered first.

Testing may form a part of the screening and selection process.

We seek diversity in our workplace.

Your cover letter and resume must clearly indicate how you meet the qualifications.

Please submit your resume with cover letter and competition number to:



Human Resources
Child and Family All Nations Coordinated Response Network
835 Portage Ave, Winnipeg, MB, R3G 0N6
FAX: 944-4182 or Email: ancr-hr@gov.mb.ca

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