

CHILD AND FAMILY ALL NATIONS COORDINATED RESPONSE NETWORK
EMPLOYMENT OPPORTUNITY - COMPETITION # 2022-33

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: File Clerk/Receptionist
CLASSIFICATION: AY2
SALARY: \$36,140 – \$40,973 annually
CLOSING DATE: December 5, 2022

THIS POSITION IS DESIGNATED INDIGENOUS. 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 an administrative course.
- A certificate in File/Records Management or an equivalent combination of training and experience is an asset.
- Minimum 2 years' experience in a secretarial or office environment
- Knowledge in a basic level of Microsoft Word, Excel and Access.
- A thorough understanding of records management and archiving.
- Experience and/or training in telephone etiquette is essential.
- Prior experience working in a highly confidential, fast paced office environment.
- Must be able to lift up to 20 lbs., reach, carry, climb and use a ladder.
- Knowledge of Child and Family Services Information System and Intake Module or the ability to acquire this knowledge within 60 days.
- Awareness and understanding of First Nations, Métis and multi-cultural traditions and practices
- **Fluency in French and/or an Indigenous language is an asset.**
- Applicants must be legally entitled to work in Canada.

DUTIES:

The file clerk will be responsible for maintaining and updating ANCR's comprehensive case filing system in accordance with Child and Family Services Standards, and for ensuring the administrative and reception duties for the ANCR office are met effectively and efficiently, screens and transfers telephone and walk-in contacts

All qualified internal candidates will be considered first. Testing may form a part of the selection process. We seek diversity in our workplace.

Your cover letter and resume must clearly indicate how you meet the qualifications. Please see www.ancr.ca for more information. Please submit your resume with cover letter and quote competition # 2022-33 by December 5, 2022 to:



Human Resources
Child and Family All Nations Coordinated Response Network
835 Portage Ave, Winnipeg, Manitoba, 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.