

CHILD AND FAMILY ALL NATIONS COORDINATED RESPONSE NETWORK **EMPLOYMENT OPPORTUNITY – Competition #2024-26**

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.

ANCR's goal is to promote and support the safety and wellbeing of children and families by providing culturally appropriate, strength-based child and family intake services. We recognize the role we must take in reconciliation as we embrace and support the inherent right of Indigenous communities to care for and ensure the wellbeing of their children. Our role as a designated intake agency is to commit to the Truth and Reconciliation Calls to Action and ensure that we are always acting to end the colonization and multigenerational trauma perpetrated by our system.

POSITION: Receptionist / File Clerk – 1 year Term position

CLASSIFICATION: AY3

SALARY: \$ 45,913.71 - \$ 53,788.02 annually

CLOSING DATE: December 11, 2024

THESE POSITION ARE DESIGNATED. ONE IS DESIGNATED INDIGENOUS, THE OTHER IS FRENCH-ENGLISH BILINGUAL. APPLICANTS ARE ENCOURAGED TO SELF DECLARE. WE VALUE LIVED EXPERIENCE AND KNOWLEDGE OF INDIGENOUS WAYS OF KNOWING, THINKING, AND BEING. ALL APPLICANTS MUST HAVE A DEDICATION TO ALLYSHIP WITH INDIGENOUS PEOPLE AND AN ONGOING COMMITMENT TO RECONCILIATION.

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

QUALIFICATIONS:

- Must have an understanding of the impact of colonization and the legacy of residential schools and 60's scoop, be passionately committed to de-colonization actions, and have the knowledge to mitigate the stereotypes and myths applied to Indigenous Peoples.
- Grade 12, plus a certificate or diploma in an administrative course.
- 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, climb and use of a ladder.
- Knowledge of Child and Family Services Information System (CFSIS) and Intake Module (IM) or the ability to acquire this knowledge within 60 days.
- Awareness and understanding of First Nations, Metis and multi-cultural traditions and practices.
- Applicants must be legally entitled to work in Canada.

DUTIES:

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

All qualified internal candidates will be considered first. Testing may form part of the selection process. ANCR is committed to employment equity and diversity and encourages applications from all qualified candidates, including women, people of any sexual orientation, gender identity, or gender expression; visible minorities and racialized people; and people with disabilities.

Your cover letter and resume must clearly indicate how you meet the qualifications. Please review www.ancr.ca for more information. Please submit your resume with cover letter and quote competition # 2024-26 by December 11, 2024.



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

***We thank all who apply; however only those selected for an interview will be contacted.
ANCR is an equal opportunity employer.***

The Child and Family All Nations Coordinated Response Network (ANCR) acknowledges that we are on Treaty One Land. On Turtle Island, this is the traditional territory of the Cree, Anishnaabe, Oji-Cree, Dene, and Dakota peoples and the homeland of the Metis Nation.