

CHILD AND FAMILY ALL NATIONS COORDINATED RESPONSE NETWORK
EMPLOYMENT OPPORTUNITY - COMPETITION # 2025-05

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: Abuse Investigations Administrative Assistant – Full Time Permanent

CLASSIFICATION: AY3

SALARY: \$45,913.71 to \$53,788.02 per year

CLOSING DATE: March 20, 2025

PREFERENCE WILL BE GIVEN TO INDIGENOUS CANDIDATES. APPLICANTS ARE ENCOURAGED TO SELF DECLARE. WE VALUE LIVED EXPERIENCE AND KNOWLEDGE OF INDIGENOUS WAYS OF KNOWING, THINKING, AND BEING. ALL OTHER 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 in a 1 year Administrative Course, or a combination of relevant experience and education.
- At least 2 years' experience in an administrative support role.
- Experience in the areas of reception, processing mail, and filing.
- Proficiency in Microsoft Word, Excel and Outlook.
- Demonstrated strong communication and interpersonal skills to respectfully and effectively interact with agency collaterals, staff and the public
- Demonstrated ability to work under minimum supervision and in a team setting.
- Must possess strong organizational and time management skills with the ability to set priorities and meet deadlines.
- Ability to achieve quality results while handling multiple tasks and experience in adapting to a changing workplace.
- Knowledge of department programs and experience with Intake Module/CFSIS would be an asset.

A satisfactory criminal records, CFS prior contact and Child Abuse Registry check is required for all ANCR positions. Applicants must be legally entitled to work in Canada.

DUTIES:

- Types, edits, formats and transcribes reports, forms, correspondence, files, recordings, minutes, case planning notes and other material as assigned by the unit supervisor.
- Maintains files in accordance with ANCR policy & provincial standards.
- Prepares daily and monthly unit statistics.
- Receives, screens, assesses, transfers telephone calls and takes messages.
- Maintains attendance records, monitors, records, and relays information regarding staff whereabouts.
- Manages incoming and outgoing mail.
- Coordinates meetings and meeting spaces, attends meeting as required and takes minutes at the direction of the supervisor.
- Enters information on CFSIS and the Intake Module as required.
- Provides support to other administrative staff and coverage for the ANCR Receptionist as needed.

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 #2025-05 by March 20, 2025, 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.
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.