

CHILD AND FAMILY, ALL NATIONS COORDINATED RESPONSE NETWORK **EMPLOYMENT OPPORTUNITY - COMPETITION # 2025-07**

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: Student Archive File Assistant (Summer Term Position)
HOURS OF WORK: 8:30AM - 4:30PM, Monday to Friday
CLASSIFICATION: AY2
SALARY: \$21.90 - \$25-45/hour
CLOSING DATE: May 12, 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.

QUALIFICATIONS:

1. High School Graduate, or comparable education and experience.
2. Currently pursuing post-secondary education.
3. Experience as a file clerk would be considered an asset.
4. Physical ability to bend reach and lift up to 25 kg.
5. Must have a general understanding of the impact of colonization, the legacy of residential schools and 60's scoop, and the child welfare system.
6. Independent capacity to maintain records, including previous experience entering data and generating reports.
7. Understanding of First Nations, Metis and multi-cultural traditions and practices.
8. Experience using Microsoft Word and Outlook is a requirement.
9. Experience with CFSIS/Intake Module is an asset.
10. Satisfactory Criminal Record Check, Child Abuse Registry and CFS Prior Contact check.
11. Applicants must be legally entitled to work in Canada.

DUTIES:

The **Student Archive File Assistant** is responsible for organizing, logging, storing and archiving ANCR's comprehensive service delivery filing system in accordance with the *Child and Family Services Act*, *Child and Family Services Regulations*, and the *Manitoba Child and Family Services Standards*.

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 review www.ancr.ca for more information. Please submit your resume with cover letter and quote Competition #2025-07 on or before May 12, 2025 to:



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

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.