CHILD AND FAMILY, ALL NATIONS COORDINATED RESPONSE NETWORK
EMPLOYMENT OPPORTUNITY - COMPETITION #2026-25

ANCR (Child and Family All Nations Coordinated Response Network) delivers centralized, essential intake services that are part of the coordinated child and family services system in Winnipeg, Headingley, East and West St. Paul. 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.

POSITION: **Human Resources Administrative Assistant**
CLASSIFICATION: **AY3**
SALARY: **$48,709 – $57,063 per annum ($25.75 – $30.17 hourly)**
CLOSING DATE: **December 11, 2026**

**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.

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 a combination of relevant experience and education.
- Related experience in administrative support, including human resource functions is an asset.
- Strong professional communication skills with employees, leadership and with the public.
- Excellent organizational and time management skills.
- Proficient in Microsoft Word, Excel and Outlook.
- Knowledge of Human Resource information systems such as Dayforce is an asset.
- Able to edit for grammar, spelling and clarity, with typing speed of 50 words per minute and high-level accuracy.
- Demonstrated skill in working cross culturally and knowledge and understanding of Indigenous and multi-cultural experience.
- Impeccable attention to confidentiality of information.
- Fluency in French and/or an Indigenous language is an asset

A valid driver's license and a vehicle with $2,000,000 liability insurance is a requirement of this position. A satisfactory criminal records check, prior contact check and a check of the Child Abuse Registry is a requirement of all ANCR employment positions. Applicants must be legally entitled to work in Canada.

DUTIES:

1. Provides administrative support to the Human Resources Department, including reception, correspondence, meeting and room bookings, minute taking, record keeping, filing and monthly reports.
2. Maintains a respectful and hospitable environment in the Human Resources Department, receiving and welcoming visitors.
3. Provides Human Resource Services in compliance with all applicable legislation, the ANCR Collective Agreement and ANCR's Mission, Vision and Values.
4. Supports the recruitment and selection process, including scheduling and coordination of interviews, reference checks and sign-on processes for candidates and new hires.
5. Responsible for maintaining employee files, prior contact check processes and coordinating multiple HR information tracking and filing systems and processes.
6. Provides support to other administrative staff and occasional coverage as needed.

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 #2026-25** by **December 11, 2026**, to:

Human Resources
Child and Family All Nations Coordinated Response Network
2 - 200 Main Street, Winnipeg, MB, R3C 1A8
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.