



# Anishinaabe Child & Family Services

Head Office

Fairford, Manitoba R0C 0X0

Tel: (204) 659-4546 Fax: (204) 659-5877



Outreach Office 56-1313 Border Winnipeg, MB R3H 0X4 Tel: 942-0788 Fax: 957-1734	Lake MB FN Box 1248 Lake MB FN MB, R0C 3K0 Tel: 768-2317 Fax: 768-9007	Ashern PO Box 451 Ashern, MB R0C 0E0 Tel: 768-2852 Fax: 768-2630	Pinaymootang First Nation Fairford, MB R0C 0X0 Tel: 659-5707 Fax: 659-5877	Little Saskatchewan First Nation St. Martin, MB R0C 2T0 Tel: 659-4403 Fax: 659-5391	Lake St. Martin First Nation Gypsumville, MB R0C 1J0 Tel: 659-5855 Fax: 659-5724	Dauphin River First Nation Gypsumville, MB R0C 1J0 Tel: 659-5810 Fax: 659-5816
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## EMPLOYMENT OPPORTUNITY

### INTAKE WORKER

#### LITTLE SASKATCHEWAN SUB-OFFICE

Anishinaabe Child & Family Services is seeking one (1) **Intake Worker/Administration Support**. This is a full-time permanent position. The successful applicant will provide receptionist/administrative duties to the Little Saskatchewan sub-office.

#### DUTIES:

- Managing and inputting data on Child & Family Services Information System (CFSIS).
- Receptionist duties: answering phones, greeting the public.
- Receiving intakes and referrals by telephone or in person.
- Responsible for maintaining files.
- Attending unit meetings and taking minutes of the meeting.
- Xeroxing and faxing.

#### QUALIFICATIONS:

- Minimum of two (2) years experience in Administration.
- Excellent people skills/ communication and writing skills.
- Knowledge of Child & Family Services Data Base Systems.
- Must have Grade 12 Diploma.
- Must be computer literate.
- File Management.
- Must be willing to attend training.
- Understanding of Anishinaabe culture and language will be an asset.
- Will be subject to a Child Abuse Registry and Police Records Check.

**DEADLINE FOR RESUMES: MONDAY, JULY 22, 2019 @ 12:00 NOON**

**PLEASE SUBMIT LETTER OF APPLICATION WITH RESUME AND THREE (3) WRITTEN REFERENCES TO:**

**HENRIETTA PRATT  
HUMAN RESOURCES MANAGER  
ANISHINAABE CHILD & FAMILY SERVICES  
56-1313 Border Street  
Winnipeg, Manitoba  
R3H 0X4  
EMAIL: [Henrietta.Pratt@anishcfs.org](mailto:Henrietta.Pratt@anishcfs.org)  
FAX: (204) 957-1734**

*We thank you for your interest in applying however; only those selected for an interview will be contacted.*