



| | |
|------------------|--|
| Competition No.: | 2022-87 |
| Position: | Service Assistant |
| Classification: | SP2 \$46,360.78 - \$55,086.24 |
| Conditions: | <ul style="list-style-type: none">• Full time• Preference will be given to internal candidates• An eligibility list may be established for future openings |
| Department: | Berens River |
| Location: | Berens River First Nation, MB |
| Closing Date: | November 30, 2022 |
| Email: | hr@secfs.ca |

Southeast Child and Family is seeking a Service Assistant that will support the Agency's efforts in providing Intake and Investigation services to the children and families of the Berens River Community.

Key Responsibilities:

- Working in a role that is supportive and cooperative with the Berens River Urban and Community team supporting frontline workers
- Ability to work independently and take direction from various case workers and collaterals regarding best practice for children and families.
- Ability to calmly and appropriately resolve conflicts that may occur within the job
- Working cooperatively with community collaterals and resources
- Supporting staff, clients, and care givers in their various roles
- Other duties as assigned

Applicants must be the following criteria:

- Grade 12, equivalent and/or relevant post-secondary education (a combination of equivalent training and/or experience will be considered)
- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, and norms
- Proficiency with MS Office (i.e., Word, Excel, etc.)
- Excellent oral and written communication skills (ability to speak Ojibwe is an asset)
- A valid driver's license and a reliable vehicle
- Satisfactory Criminal Record, Prior Contact and Child Abuse Registry Checks
- Fully immunized against COVID – 19

We thank all who apply, however, only those who selected for an interview will be contacted. Preference will be given to Internal Candidates, Southeast members, and Indigenous people (First Nations, Métis, or Inuit). All Indigenous applicants are asked to self-declare with their cover letter.

We offer competitive wages and exceptional benefit package

Meal Allowance and Accommodations provided in community

Berens River First Nation - Black River First Nation - Bloodvein First Nation- Brokenhead Ojibway Nation - Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation