



Competition No.: **2023-092**
Position: **Community Operations Assistant**
Classification: **AY3 : \$43,003.59- \$49,155.51**

- Full-time permanent position
- An eligibility list may be established for future openings
- Preference will be given to internal candidates

Conditions:
Department: **Administration**
Location: **Brokenhead Ojibway Nation, MB**
Closing Date: **September 26, 2023**
Apply by: **Email: hr@secfs.ca Fax: 204-594-0499**
Applications can also be dropped off at the Local CFS Office

RESPONSIBILITIES:

- Providing overall support to the Community Operational Manager
- Provides reception for Headquarters
- Maintains and updates information on Agency vehicles and boats, including insurance, maintenance, repairs, and special equipment costs
- Orders, tracks and ships office and cleaning supplies for all SECFS communities
- Work closely with Operational Manager to ensure that inventories for all Communities are stocked, maintained and tracked with the end-goal of anticipating and meeting specific requirements throughout the year while balancing financial obligations for fiscal year end
- Tracks yearly attendance records, including flex time schedules
- Ensures payment of all Headquarters bills
- Assists Brokenhead CFS administrative assistant as required
- Wide range of written composition utilizing MS Office applications
- Organizing and assists with meetings including the preparation of all relevant materials, venues, etc.
- Overseeing the maintenance of files; and, all relevant parties associated with the Agency
- Participating in and/or managing special projects
- Flexibility in working hours (and at times locations)
- Other duties as assigned by the Manager

QUALIFICATIONS:

- High school diploma (post-secondary education and/or training would be considered an asset)
- Demonstrated ability to work with inventory-based software applications
- Excellent oral and written communication skills
- Demonstrated working knowledge of and familiarity with:
 - Indigenous culture, history, colonization, and the rural environment
 - *The Child and Family Services Act; An Act respecting First Nations, Inuit and Metis Children, youth and Families, The Adoption Act; and Indigenous child welfare practices*
- Working knowledge Microsoft Office, CFSIS, and IM
- Valid drivers' licence and reliable vehicle
- Satisfactory Criminal Record, Prior Contact; and Child Abuse Registry Checks

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare in their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

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