



Competition No. | **2019-17**  
Position: | **Community Unit Admin**  
Classification: | **AY3 – *Qualified candidates salary range: \$39,335.31 – \$44,962.47***  
Conditions: | **Full-time, Permanent**  
Department: | **Black River CFS**  
Location: | **Black River FN Community**  
Date Posted: | **February 4, 2019**  
Closing Date: | **February 15, 2019**

**How to apply:**

Email: [tamara.cardinal@secfs.org](mailto:tamara.cardinal@secfs.org) Fax: (204) 947 – 0009

Or drop off your resume at the Black River CFS Office.

**Preference will first be awarded to:** qualified Southeast community members meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.

**Southeast Child & Family Services (SECFS)** provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

**REPORTING:** The incumbent reports to the community CFS supervisor.

**POSITION SUMMARY:** The incumbent is responsible for providing administrative and clerical services. Providing these services in an effective and efficient manner will ensure that unit's operations are maintained.

**QUALIFICATIONS:**

**Conditions of Employment**

- Driver's license would be an asset;
- Satisfactory Criminal Records Check, Prior Contact Check, Child Abuse, Adult Abuse Registry checks are a requirement of all SECFS positions.

**Essential Criteria**

- Must be a high school graduate and/or training and a minimum of one year of administration work.
- Intermediate proficiency in MS Word, Excel, and Outlook Express.
- Demonstrated ability to work independently as well as part of a team.
- Have excellent oral and written communication skills.