



EMPLOYMENT OPPORTUNITY

Competition No.:	2021-50
Position:	Prevention Reporting Worker (non-union based position)
Classification:	Depends On Qualifications
Conditions:	<ul style="list-style-type: none">• Full-Time Permanent• An Eligibility List may be established for future openings• Preference will be given to internal candidates
Department:	Prevention Unit
Location:	360 Broadway (as base with extensive travel to communities)
Date Posted:	September 14, 2021
Closing Date:	September 28, 2021
Applications:	Email: hr@secfs.ca Fax: 204.594.0499

Job Summary:

Reporting to the Prevention Reporting Coordinator, the Worker is responsible for assisting in the support of community-based programming along with evaluating the outcomes and collection of data from such programs and/or events. The Worker will assist in ensuring that communities are meeting their prevention reporting requirements of each program or event.

Qualifications & Position Requirements:

- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremonies, and teachings
- Demonstrated ability to work respectfully and effectively with First Nation communities i.e., leadership, children, families, colleagues, collaterals, as well as have an understanding of the Southeast communities
- Grade 12 and/or relevant post-secondary education and/or a minimum of one (1) years' experience working in a related field (a combination of education, training and experience will be considered)
- Ability to work independently and as part of a multi-disciplinary team
- Demonstrated ability to provide support by means of:
 - Completing first drafts of correspondence and/or editing of the same
 - Assisting in the preparation and completion of regular financial reports/presentations
 - Proven ability to work with spreadsheets and databases
 - Ensuring all financial documentation is completed (i.e., receipts, expenditures, projections, submissions, etc.)
 - Managing timelines related to program objectives and relevant submissions
 - Receiving, documenting and following-up telephone conversations
 - Ensuring that all documentation and bring-forward dates are managed with proficiency
 - Other office-related duties (i.e., filing, photocopying, faxing, emailing, etc.)
- Proficiency with MS Office (i.e., Excel, Word, Outlook, PowerPoint)
- Proven ability to engage Internet-related research and work-related applications
- Valid driver's license and use of a personal vehicle
- Regular travel to communities is required
- Must be able to work flexible hours, including evenings and/or weekends
- Experience with CFSIS is an asset
- Ability to speak Ojibwe is an asset

Application Process:

- Preference will be given to Southeast Community Members and Indigenous (First Nations, Métis or Inuit) candidates meeting the posted requirements
- Forward your résumé (with three [3] references) and cover letter stating clearly how you meet the qualifications
- Please cite the Competition Number and Position in the subject line when submitting by email or fax
- Satisfactory Criminal Record; Prior Contact; Child Abuse; and Adult Abuse Registry Checks are required for all SECFS positions
- We thank all applicants; however, only those candidates selected for an interview will be contacted



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Job Postings can be viewed at: www.southeastcfs.org