

Metis Child, Family & Community Services Agency Inc.



invites applications for a

DATA ENTRY / FILE CLERK

Winnipeg, Manitoba

TERM

Commencing as soon as possible to December 30, 2011

Metis Child, Family and Community Services is a mandated child and family services agency with the responsibility to administer and manage culturally appropriate community based child protection and support services for Metis, Non-Status and Inuit people in Manitoba.

Data Entry / File Clerk (Competition #2011-0915E-DEFC)

Reporting to the Director of Human Resources and under the guidance of the Administrative and Quality Assurance Coordinator, you will receive documents for electronic and hardcopy collections. You will support the Administrative and Quality Assurance Coordinator with clerical support and enter data according to specified format, verify accuracy and completeness of data as well as update and maintain Child and Family Secure Internet Services (CFSIS) database.

Qualifications:

- Demonstrated understanding of Metis culture and communities preferred
- Completion of Grade 12
- 1 year data entry experience
- Knowledge to conduct audits on all file closings
- Detail oriented and accurate data entry skills while maintaining a minimum typing speed of 45 w.p.m.
- Intermediate MS software skills
- Skill to receive and register documents for data collection
- Ability to enter data according to specified format and ensure data integrity and accuracy
- Ability to sort and distribute incoming and outgoing forms
- Ability to file and manage all documents (electronic and hardcopy) within the main file room
- Ability to maintain highly sensitive and confidential information within and outside the agency
- Ability to work independently and as part of a team
- Strong interpersonal and communication skills

Prior to commencing employment, you are required to provide the results of a Criminal Record Check and consent authorizing the Agency to conduct a Child Abuse Registry Check and Prior Contact Check.

MCFCS offers a supportive and progressive work environment, competitive salaries and training opportunities.

Under cover letter, please submit your resume quoting competition number and names and contact numbers of three professional references to:

**Human Resources Coordinator
Metis Child, Family and Community Services Agency
1261 Main Street, Winnipeg, Manitoba, R2W 5G9,
FAX: 589-2697 or email: hr@metiscfs.mb.ca**

Applications will be accepted until October 3, 2011.

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Metis and other Aboriginal applicants.