

Employment Opportunity

Prevention Clerk – PART TIME

Awasisak Nikan Child and Family Services Inc. is an independent Indian Child and Family Services agency located in west central Saskatchewan. Awasisak Nikan Child and Family Services Inc is seeking a highly motivated individual, who is well organized, experience in working with and supporting youth and Families, understanding family dynamics, decision making and team conscious in daily responsibilities to fill the position of Prevention Clerk.

General Description

The Prevention Clerk reports directly to the Prevention Supervisor of ANCFs. The Prevention Clerk will assist in the monthly collection and compilation of all prevention program statistics. The Prevention Clerk will be responsible for locating, copying and preparing submissions for reimbursements of prevention invoices. The Prevention Clerk will be available to assist all Prevention program staff as may be required.

Qualifications:

- Must have a minimum of Grade 12 or equivalent, a degree or certificate will be an asset.
- Must demonstrate knowledge in personal growth, addictions, family violence Must be trained or willing to take training in solvent abuse, personal growth, addictions, family violence, suicide, parenting, and any other relevant issues affecting First Nation communities.
- Must have experience in Administration
- Must possess a Class 5 Drivers License and clean drivers abstract
- Must have a Clear CPIC with Vulnerable Sector Check
- Must have excellent Computer Skills.
- Must maintain a positive, and healthy lifestyle.
- Must demonstrate an understanding of First Nations family systems.
- Must demonstrate an understanding of the inter-generational impacts of residential schools on First Nation families and communities.
- Ability to speak Cree will be an asset.
- Good written and verbal skills to communicate with all Levels of Management

Closing Date: December 02, 2021

How to apply: Submit your detailed cover letter, resume and references via email, regular mail, fax or in person to:

Bonita Paddy
Human Resources
Awasisak Nikan Child and Family Services Inc.
P.O Box 368, Turtleford, SK S0M2Y0
Tel: 306-845-1426 Fax: 306-845-1428

****Only those who are selected will be contacted and thank you all for expressing your interest ****