

MISTIKASKAW OHIPIKIHAWASOWIN MAMAWINTOWIN SOCIETY (MOMS)

CFSIS DATA ENTRY CLERK

CHILD and FAMILY SERVICES

MOMS Society is a newly delegated First Nation Child and Family Services authority servicing the communities within the Woodland Cree First Nation. Through the Society, the Woodland Cree First Nation is embarking on a journey to reclaim and redesign how child welfare (protection, family enhancement and prevention) plus required support services are delivered to Woodland Cree members. The Society is seeking to hire a qualified data entry who is highly motivated, dedicated, and compassionate about the work they do. Experience in working with culturally appropriate service models for First Nation people is a definite asset. As the Data Entry Clerk, the incumbent must be well-versed in the Alberta child and family service information data base system. Efficiently managing a large amount of information that may be sensitive or confidential, the CCO Data Entry Clerk is focused on tasks and effectively organizes a large volume of data with little direct supervision. The successful candidates must uphold the vision and constitution of the Society.

Example of some duties

1. Add recordings to CCO database and the IM (Intake Module) on behalf of MOMS service delivery office.
2. Enter all legal documentation to CC) for files forwarded by Legal Counsel.
3. Prepare, sort, and identify pertinent information to be entered into database.
4. Ensure accuracy of the data that has been inputted and backup as required
5. Assist with maintaining data in the CCO that includes entering demographic information, developmental evaluations, parent child interaction evaluations, safety information, home visit notes, goals, caseload tracking, and funding tracking.
6. Enroll new families into the CCO system.
7. Enter data accurately and within funders time requirements.
8. Maintain and protect the confidentiality of the data and upholds any proprietary rights associated with hardware/software
9. Ensure that the data entry is completed for all families closing out of services.
10. Maintain data files accurately and confidentially

Experience Requirements

Education:

1. Minimum grade twelve diploma; post-secondary education would be an asset.
2. Proven minimum 3 (three) year secretarial/administrative experience within a First Nations environment, preferably Child and Family Services.
3. Proven use of Oath of confidentiality in the workplace.
4. Demonstrated ability to work in a team environment.
5. Excellent interpersonal, verbal, written and organizational skills.
6. Ability to speak and/or understand the Cree language is a definite asset.
7. Valid class five driver's license and a reliable vehicle a definite must.

Required Skills:

Experience in working with culturally appropriate service models for First Nations people. Strong time management skills and ability to work under pressure. Ability to work as an integral member of a team and motivate others in a collaborative team environment. Criminal, Vulnerable Persons and CFS Intervention Record checks are required.

The deadline for applications is April 21, 2022, or until a qualified applicant is recruited.:

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