



## EMPLOYMENT OPPORTUNITY

**Position Title:** Intake and Records  
**Classification:** Full Time Permanent Position  
Position requires some evenings & weekend availability  
**Location:** 160 Salter Street, Winnipeg, MB R2W 4K1  
**Salary:** To Be Negotiated – based on education and related experience.

### Background:

As Intake and Records at Native Addictions Council of Manitoba, you will be the cornerstone of our record keeping and intake services. You'll bring meticulous attention to detail and efficient work processes to handle our extensive filing system, maintain databases, generate reports, and register applicants for our programming. Your warm and personable communication skills will be evident during phone conversations with applicants, reflecting our dedication to service and representing our Seven Sweetgrass Statements.

### Required Qualifications:

- Relevant certificate, diploma, or degree
- Minimum of two years of sobriety & substance free lifestyle.
- Proficiency in Microsoft Office 365.
- Knowledge of First Nations traditions, culture and language.
- Clear Criminal Record check with Vulnerable Sector Search, Child Abuse and Prior Contact check.

### Essential Requirements:

- Excellent organizational skills with attention to detail and ability to efficiently manage multiple tasks.
- Proficiency in database management, specifically with AMIS database.
- Experience in handling program intake inquiries, processing applications including pre-screening and registration.
- Flexibility to take direction from supervisors and adapt to evolving program needs.
- Independent worker who takes initiative and can also function as part of a team.
- Excellent interpersonal skills, with an ability to engage effectively in phone conversations and demonstrate empathy.

Native Addictions Council of Manitoba provides healing of addictions through Traditional Indigenous Practices.

The belief of NACM is that our relatives have the right to healing, safety, growth, and wellness.

Accredited through Accreditation Canada: 2022 – 2026



Native Addictions Council of Manitoba

### **Assets to Qualifications:**

- Experience in compiling and delivering regular and ad hoc data reports for internal stakeholders and funders.
  - Participation in bi-weekly treatment center calls and ability to assist with other duties as directed by Program Coordinators and the Executive Director.
  - Experience in developing and managing a color-coding filing system and keeping it current in accordance with the Privacy Act.
  - Familiarity with Privacy Act requirements and the ability to ensure all records are compliant.
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If you would like to join our growing team of dedicated professionals as **Intake and Records**, please submit your cover letter and resume by **6:00 PM Monday, August 28, 2023**.

### **Apply in writing or by email:**

Attention: Human Resources  
Native Addictions Council of Manitoba  
160 Salter Street  
Winnipeg, Manitoba R2W 4K1  
Phone: (204) 586-8395 Ext.223 or Fax: 204- 589-3921  
Email: [HR@nacm.ca](mailto:HR@nacm.ca)

NACM VALUES ACHIEVING EMPLOYMENT EQUITY AND LIVED EXPERIENCE therefore, candidates are encouraged to indicate in their cover letter if they are of Indigenous ancestry. *We thank all applicants and advise that only those selected for further consideration will be contacted.*

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