



## **RECORDS CLERK**

### **GENERAL DESCRIPTION**

The Records Clerk – Child Welfare Records is responsible for preparing, scanning, and indexing historic and confidential child welfare documents into a secure digital database. This position requires a high level of accuracy, discretion, and respect for the sensitive nature of the records involved. The clerk will follow established protocols to ensure the integrity, confidentiality, and accessibility of these critical historical records.

### **RESPONSIBILITIES**

This position reports to the Director of Naaniigaan Abinoojii

### **QUALIFICATIONS**

- Experience with document imaging or records management preferred; experience in a child welfare or human services setting is a plus.
- Strong attention to detail with a high level of accuracy in document handling and data entry.
- Ability to handle confidential and sensitive material with the utmost discretion and professionalism.
- Proficient in the use of scanning equipment and imaging software.
- Basic knowledge of computer systems, including databases and Microsoft Office applications.
- Excellent organizational and time management skills.
- Ability to lift and move boxes of files (up to [15] lbs if applicable).

### **SALARY**

\$50,000.00 - \$65,238.66

### **DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.



### **THREE STEP HIRING PROCESS**

**Step 1**(Internal) - An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

**Step 2** (Members of 8 First Nation Partners) - Please indicate on cover letter which community you are a member of.

**Step 3**- Open to the public

#### **Application must include:**

- ✓ Cover Letter – sign and dated
- ✓ Resume
- ✓ Three references (one must be employment related) along with written permission to contact references.
- ✓ Indicate if you are a member of one of our eight affiliated First Nation partner communities.

- Applications submitted without all above required documentation will not be considered
- Only those selected for an interview will be contacted
- Complete job descriptions available upon request

#### **Submit Applications to:**

**Jackie DeBenedet**

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065 Fax number: (807) 274-8435

[careers@weechi.ca](mailto:careers@weechi.ca)

#### **DEADLINE TO SUBMIT APPLICATION:**

**Step 1**(Internal) and **Step 2**(First Nation Partner Communities): May 20, 2026 -12:00 p.m.

**Step 3** (General Public): Open until filled. We will begin to take applications from the public on May 20, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after May 27, 2026.