

ORDER DATE **April 2, 2024**  
ORDER TAKER **Allison Campbell**

JOB TITLE **EIA SUPPORT WORKER**  
COMPETITION # **2024TES-EIASW02**  
NATIONAL OCCUPATION CODE **42201**

EMPLOYER **(CAHRD) CENTRE FOR ABORIGINAL HUMAN RESOURCE DEVELOPMENT INC.**

APPLICATION DEADLINE **\*\*\*\*\* OPEN UNTIL FILLED \*\*\*\*\***

WAGE TYPE **HOURLY**  
WAGE AMOUNT **\$23.02 - \$24.25**

POSITION TYPE **INDEFINITE TERM, FULL-TIME, 37.5 HOURS/WEEK**

### JOB DESCRIPTION

The EIA Support Worker plays a pivotal role in assisting students on EIA to access supports and approvals for educational programming. The EIA support worker offers administrative assistance to facilitate the transfer and upkeep of necessary EIA documentation and records. This role is crucial for addressing student requirements related to EIA in a manner that is both effective and efficient. Serving as a bridge between the school program and EIA, this position provides vital support to EIA clients, assisting with school approvals, accessing support services, and offering advocacy.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Provide high Level support service to students, staff and EIA as required
- Advocate on behalf of students with Employment and Income Assistance (EIA) and Training and Employment Services (TES)
- Assist with EIA documentation, including rent forms, income declaration forms, bank statements, ID, and other required documentation
- Assist students with accessing EIA benefits
- Provide confirmation of approval and enrollment to EIA and TES
- Provide attendance, progress and withdrawal as required – including exception reporting
- Manage Grade 9 and under and Grade 10 and over stream education supports on behalf of EIA and TES
- Collaborate with TES to confirm who is eligible to receive education supports
- Work with the CAHRD finance department in order to issue monthly funds; funds include: miscellaneous funds, transportation funds and/or childcare funds
- Work with students through challenging situations, such as: EIA file on hold and/or file closure
- Create requested documents for students required by EIA or TES
- Track monthly attendance and progress, monitor and report as needed
- Maintain record systems, including File Maker and record management systems
- Record student data, and outcomes - further training/education, employment, self-employment or self-sufficiency into SPRS
- Manage Winnipeg Transit Peggo and Ufare systems – loading Peggo cards monthly, updating Ufare to track student cards and student numbers for Winnipeg Transit
- Order Peggo cards and keep track of cash flow for students that purchase Peggo cards

### REQUIREMENTS

- Post-Secondary Education, and/or a combination of relevant experience directly related to the duties and responsibilities specified

### KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills (oral, written, listening)
- Set priorities, organize and discern information from various documents

- Ability to compose and edit written materials
- Experience working in a client focused environment
- Detail- oriented; be able to do various follow-ups
- Information Management: demonstrates intermediate ability to access and organize information in accordance with procedures
- Be able to identify potential problems and seek quick, effective solutions; resolves routine administrative issues
- Proficient with Microsoft Office Applications like Outlook, Word, Excel, database systems, and internet use

## **APPLICATION PROCESS**

Please submit resume and cover letter citing competition number, in one of the following manners:

1. Email [employerrep@abcentre.org](mailto:employerrep@abcentre.org)
2. Visit [www.cahrd.org/jobs](http://www.cahrd.org/jobs) to apply online
3. Drop off in person at 304-181 Higgins Avenue

**Preference will be given to Indigenous candidates (Status, Non-status, Métis, or Inuit). Preference will also be given to clients who are registered with CAHRD. Only those selected for an interview will be contacted.**

**This position is subject to a criminal record check completed with a vulnerable person sector search and a child abuse registry check.**