



Job Ad: 2025-10 OA

Resilia Community Wellness Centre Inc. (Resilia Centre) is an incorporated, non-profit, charitable organization with its own Board of Directors. Resilia Centre serves the people of Winnipeg and other communities in Manitoba in four major ways: As an United Way agency it offers affordable therapy to couples, families and individuals; It provides the clinical facility where students in the Master of Marriage and Family Therapy (MMFT) program at the University of Winnipeg do the majority of their clinical training; We have a vibrant Newcomer Community Development Program funded through the Government of Canada and the Province of Manitoba that assists newcomers in successful settlement in our community; We lead a unique service model that brings together community, community-based agencies and the formal mental health system in an interdisciplinary team that provides for the needs of newcomers with moderate to severe trauma/PTSD through clinical treatment, cultural healing, trauma informed services and therapy. Resilia Centre strives to be culturally sensitive, inclusive and accessible.

We are seeking a Full-time Administrative Assistant

Position Overview: Reporting to the Director of Administration and Practicum Coordinator, the Administrative Assistant will be responsible for administrative duties related to the Resilia Family Therapy Program.

The incumbent will be responsible for a range of duties and activities including:

- Receives client in-take and prepares files for them
- Prepares, receives and processes confidential client intake materials
- Maintains strict confidentiality of all client information
- Assists with the creation, maintenance and termination of client case files and database
- Assists in the monthly collection of information and inputs this data into the Resilia OWL system
- Problem-solves with Resilia Practicum Coordinator, Practicum Supervisors, and Practicum Therapist(s) regarding any inconsistent reporting documentation/information
- Assists with the data collection for program outcome evaluations
- Assists with the planning, promotion and execution of various events, when required
- Excellent keyboarding skills including a minimum of three (3) years' experience of data entry, Experience working with people from a wide range of cultures
- Must be outgoing, detail oriented and a team player who can help create a welcoming and supportive environment for staff, students and a diverse client population
- Must be professional, conscientious, responsible and reliable.
- Ability to organize, prioritize and complete work with accuracy and attention to detail within established deadlines
- Ability to cope in an environment with constant interruptions
- Ability to take initiative and work with limited supervision

Qualifications and skills needed:

- Graduate from a diploma/certificate program in Office Administration plus a minimum of three years of directly related experience preferred
- High school completion or equivalent program of studies with office skills training plus a minimum of three years of directly related experience or an equivalent combination of education and experience may be considered
- Ability to organize and prioritize assignments and work independently within standard policies and procedures
- High degree of accuracy and attention to detail required
- Thorough knowledge of software applications – in particular Word, Outlook, Excel and the OWL platform
- Respectful and courteous manner in interpersonal interactions and other communications
- Strong English verbal and written communication skills, additional languages an asset
- Ability to work independently and seek guidance and support as required
- Must complete satisfactory clear Criminal Record, Child Abuse Registry and Vulnerable Sector checks

**Please submit cover letter, resume & three references via email only by
Monday, October 27, 2025 at 4:00 p.m. to:**

Wanda Yamamoto, Director of Finance & Administration
Email: w.yamamoto@resiliacentre.ca

Salary Range: \$42,000.00 - \$44,000.00

Resilia Centre is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals.

Current MMFT Students are not eligible to apply.

We thank all who apply and advise that only those selected for an interview will be contacted.