



# KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

## CAREER OPPORTUNITY

<b>POSITION:</b>	<b>PROGRAM SUPPORT WORKER</b>
<b>COMPETITION:</b>	16-44
<b>LOCATION:</b>	Kirkland Lake, ON
<b>STATUS:</b>	6 Month Contract - 35 hours per week
<b>SALARY:</b>	\$ 38,201 - \$49,264 per annum
<b>CLOSING DATE:</b>	December 7, 2016 at 4:30pm

**JOB SUMMARY:** Reporting to the Program Supervisor or designate, the Program Support position is responsible for providing support to the designated Service Team or Branch Office, which includes administrative functions.

### REQUIRED QUALIFICATIONS:

- Post-secondary diploma in a related field (social service worker, child & youth worker, etc.), also, relevant post-secondary diploma/certificate in office administration or equivalent; combination of education and experience within a human service environment may be considered;
- 1-3 years related experience in office administration with progressively responsible administrative responsibilities;
- Must produce clear Criminal Record Check with Vulnerable Sector Screening
- Ability to speak a native language considered a major asset.
- Demonstrate excellent planning, organizational, and administrative skills;
- Demonstrate excellent interpersonal skills in order to liaise with a variety of internal and external contacts; oral and written communication skills

### KEY RESPONSIBILITIES:

- Receives, reviews and screens mail, email, voicemail, telephone calls and faxes on behalf of the service team and where appropriate exercises independent judgment;
- Prepares and maintains a variety of documentation on behalf of the service team including e-mails, memos, letters, reports and related documents and ensures the accuracy of grammar and spelling;
- Arranges meetings and appointments; prepares agendas and takes and distributes minutes; coordinates all room and facilitates bookings as required; arranges room set-up; orders audio-visual materials and refreshments, etc.;
- Arranges transportation for children at home or in care to attend a variety of appointments, visits, meetings and/or court;
- Maintains, revises, distributes, and archives Client Services policies and procedures in hard copy and electronic formats in accordance with the agency's policy on records storage and retention;
- Ensures client records, documents, case recordings and case notes are up-to-date;
- Provides coverage for the Executive Assistant position and Reception as required;
- Participates on a variety of internal committees and work teams as required;
- Provides support to members of the service team during the investigation of allegations of child abuse and/or maltreatment inclusive of conducting thorough records checks;
- Ability to work independently and as a team member and willing to assume duties as may be required or directed;

**We offer a competitive benefits and compensation package and opportunities for professional development.**

Please refer to our website: [www.kunuwanimano.com/employment.htm](http://www.kunuwanimano.com/employment.htm), for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to [HR@kunuwanimano.com](mailto:HR@kunuwanimano.com), by fax to 705 268-9272 or by mail to:

Human Resources,  
Kunuwanimano Child & Family Services  
38 Pine Street North, Unit 120  
Timmins, Ontario, P4N 6K6

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

***Only those considered for an interview will be contacted.***