



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

CLIENT RECORDS CLERK – SAGAMOK

FULL TIME/PERMANENT

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury and is seeking to hire a **Client Records Clerk**. This position will be located at our **Satellite Office** in **Sagamok Anishnawbek**.

Overview of Responsibilities

Reporting to the Team Supervisor, the Clients Records Clerk provides a complete range of administrative support services to Agency teams.

QUALIFICATIONS

Education and Experience Requirements

- Administrative Assistant or related diploma
- Two (2) years' experience in an administration position in a First Nation or Aboriginal social services agency

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of external services and service agencies

Special Skills & Abilities

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent organizational skills
- Excellent administrative skills
- Excellent time management skills
- Ability to work within and meet tight timelines
- Ability to take initiative and work independently with minimal supervision
- Ability to work within a team environment
- Ability to work flexible hours
- Ability to display a positive and helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Salary Range: \$38,625.00 - \$47,445.00

Please submit a job related resume and cover letter along with three work related references by,

Wednesday, December 13, 2017

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717

hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca