



# Kina Gbezhgomi Child and Family Service

## EMPLOYMENT VACANCY – Sudbury

### Team Assistant

Internal and External Posting

Kina Gbezhgomi Child and Family Services (KGCFs) is a designated Children’s Aid Society delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin.

**Vision Statement**

Kina Gbezhgomi Child and Family Services will honour and support our family’s and community’s inherent authority to care for their children based on unity, traditions, values, beliefs and customs.

**Mission Statement**

Our services ensure children are protected and stay connected with their culture, language and community while strengthening family and community relationships.

**General Description**

The Team Assistant works under the supervision of Services Supervisor and is responsible for the duties as outlined herein.

**Duties and Responsibilities**

- Maintain inventory, reports and a file system to comply with Kina Gbezhgomi Child and Family Services and Ministry Standards.
- Respond to general inquiries; receive, forward and distribute telephone/facsimile messages appropriately.
- Complete, review and distribute correspondence and communications for the Service and Administrative team(s) as required.
- Coordinate the monthly service team and after hours coverage schedules and communicates coverage to the after hour’s services and service teams.
- Maintain accurate tracking and reporting of departmental statistical data.
- Complete timely service team filing and updating of audit and agency check lists.
- Complete administrative requirements as deemed required for Agency and Ministry audits, along with reporting on recommendations.
- Complete Serious Occurrence reporting requirements in relation to forwarding reports, monitoring and tracking.
- Assist in opening and closing the facility at the beginning and at the end of each day.
- Provide telephone coverage on a rotational basis with other Team Assistants as required.
- Complete administration requirements for opening of new Client files, closing new files along required scanning of all Client file information.
- Complete weekly and monthly departmental statistics, maintain records and produce program reports as required.
- Work effectively with multiple co-workers, balance and prioritize multiple requests.
- Keep informed of Chief and Council directives, Provincial legislation, agency policies and procedures.
- Participate constructively as a team member in staff meetings, seminars and training sessions as required by the Services Supervisor.
- Perform other duties as required by Services Supervisor.

**QUALIFICATIONS**

**Education and Experience**

- Must possess 2 year Office Administration Diploma from an accredited college and/or other diploma in a discipline deemed appropriate for the position; and,
- Minimum of 3 years’ experience in a similar position in a First Nations social service agency;
- Ability to speak Anishinabemowin is preferred and is a definite asset.

**Requirements**

- Knowledge of the Child and Family Services Act, Child Protection Standards, Ministry of Children and Youth Services Regulations, Guidelines and Policy Directives.
- Firm understanding of the functioning and dynamics of Anishinabe families and child care principles.
- Working knowledge of the administrative structure and operations of the Agency including the service delivery model, policies, procedures and guidelines.
- Working knowledge of preparation of comprehensive narrative and statistical reports regarding Child and Family Services delivery.
- Ability to establish and maintain purposeful relationships within the service teams, collateral organizations and service providers.
- Must possess excellent communication, organizational and problem solving skills.
- Ability to maintain confidentiality.
- Ability to take direction and to work within the policies, procedures, and guidelines, mission, philosophy, and core values of the Agency.
- Knowledge of computer equipment and programs (e.g. Microsoft Office programs, Windows operating systems, etc.) and other office equipment.
- Ability to flex daily work hours as determined by the Service Supervisor.

**Conditions of Employment for Successful Candidate:** Satisfactory reference checks, Submission of Police Vulnerable Sector Check and CPIC Driver’s Abstract Valid Class “G” Driver’s License.

**Deadline: Thursday December 14, 2017 @ 3:00 pm**

To review the [complete job description and qualifications](#), please visit our website at [www.kgcf.org](http://www.kgcf.org). KGCFs offers competitive wages, opportunities for training, along with excellent benefits and pension. Please submit a cover letter, detailed resume and 2 work related references, along with 1 character reference to:

Kina Gbezhgomi Child and Family Services (**Confidential**)  
Attention: Human Resources  
98 Pottawatomie Avenue, Wikwemikong, Ontario P0P 2J0  
By Fax: 705-859-3629 (Main Office) or By Email: [hr@kgcf.org](mailto:hr@kgcf.org)

KGCFs services are highly specialized in the approach to the delivery of Anishinabe child welfare in our area, preference will be given to Anishinabek candidates (please self-identify). All applications are appreciated; however, only those candidates selected for an interview will be contacted.

Posted: December 1, 2017