



Dnaagdawenmag Binnoojiiyag

Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity

Team Administrative Assistant

(Multiple locations)

Purpose of the Position:

Reporting to the assigned supervisor, the Team Administrative Assistant is responsible for providing administrative and technical support services to the service team or teams to which they are assigned. The Team Administrative Assistant will also provide support to ensure that administrative systems are functioning effectively and efficiently in support of smooth implementation of DBCFS services for staff, clients, visitors and the public at large. The Team Administrative Assistant will also be responsible for clerical and reception duties as required.

Responsibilities:

Provides administrative and technical support services:

- a) Assists with establishing and maintaining computerized and manual filing systems as required.
- b) Assists with the collation and maintenance of computerized monthly attendance records and other computerized documents.
- c) Assists with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions and year-end reports.
- e) When performing Reception duties, greet visitors, ascertain nature of business; assist with troubleshooting problems; refer to appropriate person, department; assist with necessary forms, paperwork, letters; follow-up for resolution; escalate non-routine requests to Executive Director or other Senior Manager (or in branch locations to the Supervisor assigned to that office); ensure reception area is organized and neat at all times
- f) Assists with preparations for groups/meetings, conferences.
- g) Runs errands as required, orders office supplies, and maintains office equipment as needed.
- k) Provide filing, fax and photocopy support to DBCFS staff as required.
- l) Liaises with other service providers as deemed appropriate.
- m) Prepare agendas meeting packages, and minutes of meetings as requested.
- n) Coordinate, organize and confirm meetings, conferences, training sessions, travel arrangements, special events, as required

Education and Experience:

- College diploma in business administration or related field OR minimum Grade 12 education with a minimum of five years administrative support experience substantially similar to this position's responsibilities as listed
- Possess a valid class "G" drivers license and access to a reliable vehicle
- Provide and acceptable CPIC with VPSS.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.

Accountabilities:

- The employee is required to provide their own vehicle for use on the job, and also provide DBCFS with evidence of your valid Ontario Driver's License and of PL & PD insurance coverage for at least \$2,000,000.00, which must include coverage for the transportation of children.

Work/Knowledge Requirements:

The successful applicant will:

- Have knowledge of standard office procedures.
- Have extensive knowledge of computers and standard computer software programs (e.g. Excel, Word). Experience with MAC computers is essential.
- Working knowledge of a multi-line phone system, office equipment: fax, photocopiers, shredder, scanners etc.
- Knowledgeable about the cultures and significant characteristics of the DBCFS First Nation communities

Salary Range: \$41,750 - \$46,212 (Currently under review)

Closing Date: Open until filled.
Incomplete applications will not be considered.
Only those selected will be contacted for an interview.

Please send:

- Application for Employment (available at www.binnoojiiyag.ca), Please indicate preferred location in your application
- Cover letter and Resume (include 3 work related references)
Cheryl Benstead, Recruiting and Training Coordinator
Dnaagdawenmag Binnoojiiyag Child & Family Services, 517
Hiawatha Line,
Hiawatha First Nation, ON K9J
0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca