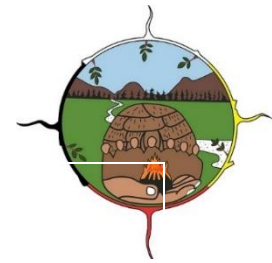


NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES EMPLOYMENT OPPORTUNITY



NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

ADMINISTRATIVE ASSISTANT – QUALITY ASSURANCE – SAULT STE. MARIE

Salary Range: \$50,823.00 - \$62,429.00

FULL TIME – CONTRACT TO MARCH 31, 2020
(*Extension pending annualized funding)

Overview of Responsibilities

Reporting to the Quality Assurance Supervisor, the Administrative Assistant provides a complete range of administrative support services to the Quality Assurance Department.

QUALIFICATIONS

Education and Experience Requirements

- Business Administration or related diploma
- Four (4) years' experience in an administration position in a First Nation or Aboriginal social services agency
- Experience working with various office systems and equipment

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
- Knowledge of best practices in administration processes

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 planning and organizational skills
- Excellent administrative and research skills
- Excellent time management skills
- Ability to work with and meet tight timelines in a fast-paced environment
- Ability to demonstrate a high level of initiative
- Ability to work independently with minimal supervision
- Ability to work within a team environment
- Ability to accurately and efficiently record and develop meeting minutes
- Ability to develop professional documents
- Ability to work flexible hours
- Ability to display a positive 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 Criminal Records Check deemed satisfactory by the employer upon offer of employment;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

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

Wednesday, November 28, 2018 – 4:00pm

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

Job Description

POSITION:	Administrative Assistant – Quality Assurance
ACCOUNTABILITY:	Quality Assurance Supervisor
CLASSIFICATION:	Full-time
DATE APPROVED:	

JOB PURPOSE

Reporting to the Quality Assurance Supervisor, the Administrative Assistant provides a complete range of administrative support services to the Quality Assurance Department.

KEY JOB FUNCTIONS

Clerical Support:

Provide efficient and effective clerical and reception support to the team.

- Perform clerical functions such as preparing correspondence, faxing, photocopying and filing
- Record and distribute incoming and outgoing mail and faxes
- Enter confidential data into Agency databases as required
- Draft policies, procedures and other professional documents as directed

Administrative Functions:

Coordinate and perform day-to-day administrative duties.

- Manage and monitor the administrative workload within the team
- Prepare, organize, schedule and document Quality Assurance Team and other meetings
- Coordinate logistics for team and staff projects, meetings and events
- Record and develop meeting minutes as required
- Prepare and submit documents to the Ministry of Child and Youth Services, First Nations and other agencies
- Conduct research and compile information for draft reports
- Assist the Quality Assurance Supervisor with the coordination of the annual review of service manuals
- Work within timeframes and manage a high and varied administrative workload of responsibilities on a day-to-day basis
- Ensure resource material is available for meetings and special events as required
- Coordinate travel accommodations, travel claims and honorariums as directed by the Quality Assurance Supervisor
- Assist with special projects when required
- Coordinate, keep up-to-date and maintain work schedules and calendars of senior service managers

Public Relations and Implementation of Financial Processes:

Administer financial processes and to develop and distribute promotional material.

- Implement financial processes in the performance of duties such as completing purchase orders, cheque requisitions and requests for payment, as well as securing quotes etc.
- Support the development and implementation of an Agency comprehensive public relations strategy
- Order, design, develop and distribute public relations pamphlets and supplies
- Maintain a calendar of events, respond to requests for attendance at events and coordinate Agency representation in collaboration with the Quality Assurance Supervisor
- Prepare presentation materials
- Prepare reports, news releases, communiques and newsletters
- Schedule and update meetings, speaking engagements and appointments and send reminders to the Quality Assurance Supervisor
- Maintain and present a positive and professional image of the Quality Assurance Department at all times

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures and relevant practices.

- Maintain filing system of Quality Assurance Department documents
- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency’s human resources, finance and other policies and procedures in the performance of duties

Other Duties:

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Business Administration or related diploma

Minimum Experience

- Four (4) years’ experience in an administration position in a First Nation or Aboriginal social services agency
- Experience working with various office systems and equipment

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
- Knowledge of best practices in administration processes

Special Skills

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent planning and organizational skills
- Excellent administrative and research skills
- Excellent time management skills
- Ability to work with and meet tight timelines in a fast-paced environment
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- Ability to develop professional documents
- Ability to work flexible hours
- Ability to display a positive 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.

WORK SITE LOCATION

Work site will be located in the West Service Region, based out of agency Sault Ste. Marie offices. Availability for travel is a requirement for the Administrative Assistant; travel will be variable on a month to month basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Administrative Assistant will typically be in an office setting. The Administrative Assistant is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Administrative Assistant will be required to travel to meetings within the district.

The administration of an office setting and team members can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Administrative Assistant to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Quality Assurance Supervisor, Senior Management Team, Quality Assurance Department and other staff.

External

This position requires interaction with the Ministry of Child and Youth Services, Children’s Aid Societies, other First Nation communities, and all service related agencies within the First Nation that respond to child welfare service delivery needs.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date