



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.*

### TEAM ASSISTANT – CULTURAL SERVICES PERMANENT FULL-TIME

Reporting to the Manager of Cultural Services, the Team Assistant provides a complete range of administrative support services to the Cultural Services team.

#### **Clerical and Reception Support:**

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

- Perform clerical functions such as preparing correspondence, faxing, photocopying and filing
- Ensure Team 'Shared Calendar' is up to date
- Record and distribute incoming and outgoing mail and faxes
- Respond to telephone inquiries for staff and services

#### **Administrative Functions:**

Coordinate and perform day-to-day administrative duties.

- Manage and monitor the administrative workload within the team
- Coordinate and maintain office equipment and supplies
- Order, distribute and maintain inventory of supplies
- Prepare, organize, schedule and document team meetings

#### **Financial Coordination and Public Relations:**

Administer financial processes and to develop and distribute promotional material.

- Responsible for team petty cash and ensuring monthly reports are forwarded to the Finance Department
- Implement financial processes in the performance of duties such as purchase orders, securing quotes, etc.
- Support the development and implementation of an Agency comprehensive public relations strategy
- Order and distribute public relations pamphlets and supplies

#### **Qualifications**

##### **Minimum Education & Experience**

- 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 Niijaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Basic knowledge of the Child, Youth and Family Services Act
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of traditional practices, ceremonies and teachings

##### **Other Requirements**

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

##### **Work Site Location:**

- Parry Sound

Niijaansinaanik is 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. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@niijcfs.com](mailto:careers@niijcfs.com) or fax to (705) 223-7439

**Application deadline is: This position will remain posted until filled**

Preference will be given to applicants of Native ancestry, please self-identify.

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

For a more detailed job description, please contact

Human Resources at [careers@niijcfs.com](mailto:careers@niijcfs.com)

or call (705)923-8400.