

## EMPLOYMENT OPPORTUNITY



Dnaagdawenmag Binnoojiyag  
CHILD & FAMILY SERVICES

Dnaagdawenmag Binnoojiyag  
Child & Family Services  
517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6  
Toll Free: 1-844-523-2237

<b>POSITION TITLE:</b>	TEAM ADMINISTRATIVE ASSISTANT
<b>DEPARTMENT:</b>	CULTURAL RESOURCES
<b>REPORTS TO:</b>	SUPERVISOR – CULTURAL RESOURCES
<b>LOCATION:</b>	WHITBY
<b>POSTING DATE:</b>	JUNE 29 <sup>th</sup> , 2020
<b>CLOSING DATE:</b>	JULY 13 <sup>th</sup> , 2020

### **PURPOSE OF THE POSITION:**

Reporting to the Director of Support Services & Administration, the Team Administrative Assistant is responsible for providing administrative and technical support services to the Cultural 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 the Organizations services for those we serve. The Team Administrative Assistant will also be responsible for clerical duties as required.

### **RESPONSIBILITIES**

- Assists with establishing and maintaining computerized and manual filing systems as required.
- Assists with the collation and maintenance of computerized monthly attendance records and other computerized documents.
- Assists with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions and year-end reports.
- Assists with the maintenance of an inventory list and maintenance of equipment, furnishings, materials, resources and supplies.
- Provides support to the team by making deliveries as needed.
- Orders office supplies and maintains office equipment as needed.
- Prepares, updates and proofreads correspondence, requisitions, invoices, presentations, brochures, publications, budget spreadsheets, policies, reports and related material from electronic documents and handwritten copies.
- Maintains a petty cash fund.
- Provides filing, fax and photocopy support to Cultural Service team.
- Liaises with other service providers as deemed appropriate.
- Prepare agendas, meeting packages and minutes of meetings as requested.
- Coordinates, organizes and confirms meetings, conferences, training sessions, travel arrangements, special events, as required.
- Utilizes computer software, databases and service systems to compete daily work.
- Ensures the effective implementation of other duties and special projects as

## EMPLOYMENT OPPORTUNITY

determined by the Supervisor.

### **POSITION REQUIREMENTS**

#### **Preferred Requirements:**

- College diploma in Business Administration or related field OR minimum Grade 12 education with a minimum of two-three (2-3) years administrative experience within a similar role.
- Knowledge of the Child, Youth and Family Services Act and Ministry of Children and Youth Services, as well as clinical knowledge of social work theories, principles and practices.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

#### **Knowledge Requirements:**

- A solid understanding of and sensitivity to the experiences of First Nation, Inuit and Métis peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Understanding of standard office procedures.
- Extensive proficiency using computers and standard computer software programs (e.g. Excel, Word, Outlook, Publisher, PowerPoint, etc.).
- Working knowledge of a multi-line phone system and other standard office equipment (i.e. fax, photocopiers, shredder, scanners etc.).
- Knowledgeable about the cultures and significant characteristics of our First Nation, Inuit and Métis communities.

#### **Ability Requirements:**

- Effective communication with internal and external customers including those accessing our Cultural programming.
- Work cooperatively with other staff, management and the Board of Directors.
- Relate effectively to support the Cultural needs of our children, youth, families and communities.
- Demonstrated ability to meet deadlines.
- Demonstrated ability to work independently and in a team setting.
- Strong organizational and time management skills.

#### **Mandatory Requirements:**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

## EMPLOYMENT OPPORTUNITY

### **Salary Range:**

- \$45,800.00 – \$54,560.00, depending on qualifications and experience.

### **To Apply:**

- Please email the following to [careers@binnoojiyag.ca](mailto:careers@binnoojiyag.ca)
  - Application for Employment (available at [www.binnoojiyag.ca](http://www.binnoojiyag.ca)).
  - Please indicate preferred location in your application.
  - Cover letter and Resume (include 3 work related references).
  - Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- Persons of First Nations, Inuit and Métis ancestry and members of Dnaagdawenmag Binnoojiyag First Nations are encouraged to apply.