

## 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>	RECORDS ASSISTANT
<b>DEPARTMENT:</b>	ADMINISTRATION
<b>REPORTS TO:</b>	RECORDS INFORMATION MANAGER
<b>LOCATION:</b>	BARRIE
<b>POSTING DATE:</b>	JUNE 30 <sup>th</sup> , 2020
<b>CLOSING DATE:</b>	JULY 14 <sup>th</sup> , 2020

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

Reporting to the Records Information Manager, the Records Assistant is primarily responsible for fulfilling the duties associated with reception, while also providing administrative and technical support services as needed to management and staff.

### **POSITION REQUIREMENTS**

#### **Reception:**

- Welcomes visitors, answer incoming calls and address needs in a professional, friendly and courteous manner.
- Maintains the voicemail system and coordinates incoming and outgoing mail and facsimiles (fax).
- Maintains and reorders information pamphlets as needed.
- Keeps reception and meeting areas neat and tidy at all times.
- Signs for courier deliveries and arranges for courier pickup.
- Orders office supplies and call for service on office equipment as needed.
- Maintains an inventory of all office equipment, furnishings and supplies.
- Maintains a log of all cell phones and other equipment loaned out by the agency.
- Creations of documents, emails and other administrative duties associated with a reception role (i.e. photocopying, faxing, memorandums, reports, etc.) as required.
- Filing, collating, and scanning documents, reports and files as requested.
- Assists in the preparation of meetings as required.

#### **Administrative:**

- Ensures that administrative systems are functioning effectively and efficiently.
- Assists with establishing and maintaining computerized and manual filing systems and trackers as required.
- Monitors multiple email accounts, including complaints/service issues and Privacy Designate.
- Assists with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions and year-end reports.
- Creation, editing and photocopying of brochures for distribution.
- Prepares, updates, edits and proofreads correspondence, requisitions, invoices,

## EMPLOYMENT OPPORTUNITY

presentations, brochures, publications, budget spreadsheets, policies, reports and related material from electronic documents, and handwritten copy.

- Liaise with other service providers as deemed appropriate.
- Prepares agendas, meeting packages, and minutes of meetings as requested.
- Coordinates, organizes and confirms meetings, conferences, training sessions, travel arrangements, special events, as required.
- Supports a centralized and digitized document/record keeping system.
- Maintains historical documents.
- Ensures the effective implementation of other duties and special projects as determined by the Records Information Manager.

### **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:**

- Have knowledge 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, office equipment (i.e. fax, photocopiers, shredder, scanners etc.).
- Thorough knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- 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.

### **Ability Requirements:**

- Work within an office environment and conduct the work associated with this position.
- Communicate effectively with our children, youth, families, communities and staff.
- Work cooperatively with other staff and management.
- Relate effectively to community members

### **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).

## EMPLOYMENT OPPORTUNITY

- 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.

### **Salary Range:**

- \$ 43,226.00 – \$ 50,528.00, depending on qualifications and experience.

### **To Apply:**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.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 Binnoojiiyag First Nations are encouraged to apply.