



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention and Protection, Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wasauksing First Nations.*

### TEAM ASSISTANT PERMANENT FULL-TIME

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

#### **KEY JOB FUNCTIONS**

- Assists with establishing and maintaining computerized and manual filing systems as required
- Assists with the collation and maintenance of computerized monthly travel expense claims 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
- When performing reception duties: greet visitors and ascertain nature of business, assist with troubleshooting problems, refer to appropriate person or department, assist with necessary forms, paperwork, and letters, follow-up for resolution, redirect non-routine requests to the Supervisor of Manager, ensure that the reception area is organized and neat at all times

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

- College diploma in business administration or related field with 3-5 years of experience providing direct administrative support to a program OR
- minimum Grade 12 education with a minimum of five years' administrative support experience substantially similar to this position's responsibilities as listed

#### **Knowledge Requirements**

- Have knowledge of standard office procedures
- Have extensive knowledge of computers and standard computer software programs (e.g. Excel, Word).
- Working knowledge of a multi-line phone system, office equipment: fax, photocopiers, shredder, scanners etc.
- Knowledge of Niijaansinaanik Child and Family Services programs and services

#### **Other Requirements**

- The employee is required to provide their own vehicle for use on the job, and has the ability to travel
- Must provide a Class 'G' Ontario Driver's License
- Must provide a clear Police Records Check
- Must have \$1M automobile insurance
- Must provide an acceptable three-year uncertified Driver's Abstract

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

- North Bay Office location

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@nijjcs.com](mailto:careers@nijjcs.com) or fax to (705) 223-7439

Application deadline is:

**March 20<sup>th</sup> at 4:00 p.m.**

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@nijjcs.com](mailto:careers@nijjcs.com)