



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

**TEAM ASSISTANT
FULL-TIME PERMANENT
Competition #07-0002**

Reporting to the Department Supervisor, the Team Assistant (TA) is responsible for providing administrative and technical support services for the designated team. The TA 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 TA will also be responsible for clerical and reception duties as required.

Salary: \$75,515.00 to \$91,876.00

Compensation Includes: OMERS Pension Plan, Health and Dental Insurance Benefits Plan, Statutory and Agency Holiday leave, Competitive Vacation, Employee Assistance Program, and more

<p><u>Qualifications</u></p> <p>Minimum Education</p> <ul style="list-style-type: none">Administrative Assistant or related diploma <p>Minimum Experience</p> <ul style="list-style-type: none">Two (2) years’ experience in an administrative position in a First Nation or Aboriginal social services agency <p>Knowledge Requirements</p> <ul style="list-style-type: none">Knowledge of Niijaansinaanik Child and Family Services programs and servicesRespect, sensitivity, knowledge and understanding of the Anishinabek culture and the Seven Grandfather TeachingsKnowledge of First Nation service delivery, customs, and traditions in responding to child welfare <p>Other Requirements</p> <ul style="list-style-type: none">Satisfactory Police Records Check (as directed by agency)Class ‘G’ Ontario Drivers licence, access to a vehicle and ability to travel\$1M auto insurance liability coverageThree year (3) uncertified Drivers Abstract <p>Work Site Location</p> <ul style="list-style-type: none">Magnetawan, NCFS First Nation Office Location	<p><u>Key Job Functions</u></p> <p>Clerical and Reception Support</p> <ul style="list-style-type: none">Perform clerical functions such as preparing correspondence, faxing, photocopying, and filing. administration and reporting as required.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. <p>Administrative Functions</p> <ul style="list-style-type: none">Coordinate and maintain office equipment and supplies.Manage and monitor the administrative workload within the team.Order, distribute and maintain office inventory of supplies.Prepare, organize, schedule, and document team meetings. <p>Financial Coordination and Public Relations</p> <ul style="list-style-type: none">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.
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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. Accommodation is available upon request for candidates to take part in the recruitment process. Please self-identify, preference will be given to applicants of Indigenous ancestry.

Detailed Job Description are available upon request

Human Resources
Niijaansinaanik Child and Family Services
15 Charlie’s Bay Road, Dokis First Nation, ON P0M 2N1
careers@niijcfs.com
NIIJCFS.COM

Application deadline for this position’s vacancy is:
Open Until Filled