



## 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 – ACCESS PERMANENT FULL-TIME

Reporting to the Support Services Supervisor, the Team Assistant (TA) is responsible for providing administrative and technical support services to the support services 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.

#### **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 Criminal Records Check
- 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:**

- **Key River Access House 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:

Joanne Koehler, Executive Director  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@nijcfs.com](mailto:careers@nijcfs.com)

**OPEN 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@nijcfs.com](mailto:careers@nijcfs.com)