



Unit Assistant – Job Ad & Job Description

UNIT ASSISTANT OGD-25-002
OGWADENI:DEO
CONTRACT POSITION

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) **up to 4:00 pm on February 18, 2025** for the **UNIT ASSISTANT** with Ogwadeni:deo. The Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through Oggwadeni:deo website [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](http://Get Involved – Ogwadeni:deo (ogwadenideotco.org)). **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

We thank all applicants for your interest, however, only those applicants receiving interviews will be contacted.

JOB SUMMARY:

The Unit Assistant (i.e. Support Staff) reports to the Administrative Assistant and adheres to the guiding values of the Code of Practice.

The Unit Assistant has responsibility for the provision of administration and clerical support.

Type	CONTRACT 1- Year
Closing Date	February 18, 2025
Term:	CONTRACT 1 - Year
Hours of Work	35 hours per week
Wage	TBD

BASIC QUALIFICATIONS:

- Must have a Post- Secondary Degree or Diploma in Business Administration or Office Management plus 2 years work experience in a progressive office setting particularly in Child Welfare **OR**
- Certificate in Business Administration/Office Administration plus 3 years of related work experience in a progressive office setting in particular Child Welfare
- Must have accurate typing min 50 wpm and proficiency in oral and written communication skills
- Must possess a valid Ontario class “G” driver’s license
- Must submit a favourable criminal reference check and vulnerable sector screening
- Will be Ogweho:weh in preference to other applicants
- Must be willing to work flexible hours in accordance to working environment



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SUBMISSION PROCEDURE: (Choose one method ONLY):

Method # 1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope and mail to or drop off at:

**OGWADENI:DEO
ADMINISTRATIVE ASSISTANT OGD-24-020
MULTIPLE POSITIONS FULL-TIME
C/O RECEPTION DESK
2469 FOURTH AVENUE
OHSWEKEN, ONTARIO N0A 1M0
BUSINESS HOURS MONDAY TO FRIDAY 8:30 AM TO 4:00 PM**

Method # 2: Online Application:

Method #2: Online

1. Please visit: [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](http://ogwadenideotco.org) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 3. Copy of your education diploma/degree/certificate and transcript.

If you have any questions or need assistance, please reach out to Ogwadeni:deo Human Resources at 519-445-1864 or via email at careers@ogwadenideotco.org

Method # 3: EMAIL SUBMISSION

1. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package to **David Walpole**, Human Resources Coordinator at careers@ogwadenideotco.org
 - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to David Walpole, Human Resources Coordinator at 519-445-1834 ext. 4554 or via email at careers@ogwadenideotco.org.



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Title of Immediate Supervisor: Lori Martisius	Unit Assistant	Team:	
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Mission

We are dedicated to assume our responsibilities for taking care of children in partnership with the community:

- **By strengthening families through healing at home and in the community,**
- **By practicing client centered approaches,**
- **By honouring the family of origin,**
- **By valuing, upholding and bringing forward Ogwehon:we/Haudenosaunee/Indigenous knowledge as foundational practices of family wellness, and**
- **By respecting the expertise within the community.**

We will demonstrate kindness and understanding to reinforce Ogwehon:we values in the practices of delivering, managing and administering our services. We strengthen the relationships of women and men in a gender balanced development of family systems.

Purpose of the Role
The Unit Assistant provides administrative and clerical support functions related to the activities and operations of the Ogwadeni:deO. Provides office professionalism; realizing this position is usually the first point of contact for visitors and telephone calls.
Major Position Responsibilities
<p>RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH</p> <ul style="list-style-type: none"> • Assists with maintaining the reception areas in good order • Assists the Receptionist with responding to and directing all in-person inquiries and telephone calls to the proper person • Scanning and uploading documents into Matrix • Preparing professional correspondence on behalf of the agency for government applications and medical requests • Searching and evaluating useful case information related to a specific topic, or researching case details and family records to write letters • Maintains the team meeting schedules for the Team Supervisors and Service Staff • Schedules and maintains the coverage calendar, vacation schedule and office schedule for the team • Types, photocopies and faxes or emails letters, memoranda, reports and other documents as requested • Uses desktop publishing software to draft information flyers/newsletters, etc.; and, upon approval, distributes as directed • Collects, sorts, logs, makes copies and directs incoming mail and faxes, signs for courier deliveries and logs, posts or couriers outgoing mail • Prepares files for all new opening cases, performs record checks, open case shells for all new cases in the information system • Logs file numbers and retrieving files from the vault • Ensures confidentiality of all cases open • Acts as a role model and represents and promotes the Ogwadeni:deO Program in a courteous, cooperative and professional manner <p>OGWADENI:DEO THE AGENCY</p> <ul style="list-style-type: none"> • Files documents for client activity/volunteer



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- Process per-diems and cheque requisitions
- Makes travel and accommodation arrangements as requested
- Preparing financial assistant forms
- Takes minutes of team meetings
- Locates records on all respond cases
- Prepare recruitment packages for the prospect applicants
- Assists in family file audits, preparation of Foster Licencing review application and alternative care file audits
- Assists in Customary Care Declaration to ensure all standards have been met
- Assists with the preparation of any statistical documentation required for QA/CQI
- Assists with the maintenance of the inventory of office supplies, resource sheets
- Assist with the preparation of team expenditures in compliance in the finance policy
- Performs other duties as assigned from time to time by the Supervisor and Administrative Assistant.

Knowledge, Experience & Skills Required

Basic/Mandatory Requirements

- Must have a Post- Secondary Degree or Diploma in Business Administration or Office Management plus 2 years work experience in a progressive office setting particularly in Child Welfare **OR**
- Certificate in Business Administration/Office Administration plus 3 years of related work experience in a progressive office setting in particular Child Welfare
- Preference to experience in Foster Care Licencing Reviews, Crown Ward Reviews
- Must have accurate typing min 50 wpm and proficiency in oral and written communication skills
- Must possess a valid Ontario class “G” driver’s license
- Must submit a favourable criminal reference check and vulnerable sector screening
- Will be Ogweho:weh in preference to other applicants
- Must be willing to work flexible hours in accordance to working environment

Knowledge Requirements

- Must have working knowledge of a multi-line phone system
- Must have working knowledge of the use of office machines: fax, photocopier, shredder, etc.
- Must have a solid background in basic computer use, with specific knowledge of Microsoft Word/Excel/Power Point, case management software and desktop publishing software, email, and Internet use for booking travel, courier service and purchasing supplies
- Must be thoroughly familiar with the relevant provincial legislation, regulations and guidelines
- Must be knowledgeable respecting Six Nations’ cultures and of the cultures of families of other Ogweho:weh who reside in the negotiated service delivery area

Ability Requirements

- Must have the ability to work cooperatively with other staff and management
- Must have the ability to relate effectively to community members
- Must have excellent interpersonal skills
- Must have strong conflict resolution and problem solving skills
- Must have the ability to work with minimal direction

Specific Working Conditions & Requirements

- Climate controlled workplace environment, occasional travel may be required, and possible exposure to infectious disease. This position can involve considerable mental and emotional stress, involving the interacting directly with



OGWADENI:DEO
Taking Care of Our Own

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staff who work in a high stress environment, with families experiencing highly sensitive issues. The position is subject to an environment that may involve physically dangerous situations.