

Animikii Ozoson Child and Family Services, Inc.
An agency under the Southern First Nations Network of Care (Southern Authority)

Administrative Assistant
1 Year Term Position (Maternity leave coverage)
Competition# 2019-008

To complete the application process, please provide both a cover letter and resume outlining how you meet the qualifications below and referencing the posting # 2019-008.

Nature of the position

Working as part of a team, reporting directly to the supervisor of the family service department, the incumbent will serve as the administrative assistant and provide administrative support..

Summary of Major Responsibilities / Duties

- Maintain database tracking greens, file recordings, face to face, summaries, legal status, etc.
- Maintain hard copy, electronic filing system and data bases as needed;
- Create and modify documents using Microsoft Office; Microsoft Excel;
- Work collaboratively with other team members;
- Assisting case managers/supervisors in accurately maintaining and updating databases
- Perform general clerical duties to include photocopying, faxing, mailing, and filing;
- Ability to work independently to meet deadlines;
- Attend meetings in order to record staff/team minutes ;
- Maintain and distribute staff intake schedule;
- Fax and track all service requests;
- Distribute monthly case list to all case managers and supervisor;

Minimum Qualifications

- Strong organization skills with demonstrated ability to prioritize and manage a heavy workload
- Excellent attention to detail including editing and proofreading written documentation
- Proficient written communication skills including drafting correspondence and meeting minutes
- Demonstrated initiative and ability to work independently within a busy office
- Demonstrated ability to handle sensitive material in a confidential and professional manner
- Strong interpersonal skills when working with the public as well as with professional staff
- Excellent computer skills including advanced experience with Word, Excel, PowerPoint & Outlook
- Experience with CFSIS, Microsoft Publisher, and/or similar database
- Knowledge of, and ability to apply Indigenous approaches to working within a CFS agency

All hiring is subject to a satisfactory Criminal Records Check and Child Abuse Registry Check

The ability to speak Ojibwa is considered a definite asset. Preference will be given to Indigenous people and applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all who apply, however, only those that apply in the manner requested and are selected for an interview will be contacted.

Applications will be accepted until 4 pm March 25, 2019 (or until a suitable candidate is found)

Please submit cover letter and resume with references (including email addresses) to:

recruitment@animikii.org