



**ONE YEAR PART-TIME TERM EMPLOYMENT OPPORTUNITY**  
***Administrative Assistant to Quality Assurance & Education and Training***

The Southern First Nations Network of care is looking for a part-time Administrative Assistant. A minimum of two (2) years experience in an administrative position is required. Demonstrated proficiency in Microsoft Word, Excel and Outlook. Experience with the Indigenous Culture is a must. Knowledge and experience with the Child Welfare System is an asset. The ability to work on both desktop and laptop computers is required. Exceptional interpersonal skills and demonstrated ability to respond appropriately in difficult situations. Strong organization skills with demonstrated ability to establish priorities and work effectively under pressure. Ability to respond to inquiries with a high level of professionalism and confidentiality. Demonstrated leadership skills and competence in working independently with little supervision. Excellent oral and written communication skills. Access to personal vehicle to attend meetings is essential.

**Duties:**

Reporting directly to the Director of Quality Assurance (Vision Keepers), the primary responsibilities of the position include:

**Quality Assurance:**

- Enters information into database and spreadsheets;
- Performs a wide variety of administrative duties as required;
- Formats, types, processes and transcribes a variety of correspondence including staff and client material which are confidential and sensitive in nature;
- Reviews and prioritizes all incoming and outgoing mail;
- Develop and create reports using excel
- Attends department meetings, committee and other meetings takes minutes, as directed by the Director of Quality Assurance (Vision Keepers);

**Education and Training:**

- Prepares sign-in sheets
- Send training confirmation emails
- Send out training reminders
- Print evaluation forms prior to training session
- Compile evaluation form feedback
- Prepare training materials and record supplies used
- Book travel and accommodation arrangements for trainers
- Purchase refreshments for training
- Input participant information in training database
- Record training stats (by agency and role)
- Create, mail out and record certificates
- Scan and email certificates to participant and Supervisor/HR



- Ensure file checklist is completed
- Create and label file folders (quarterly)

Your cover letter will explain your level of typing speed and experience with the Indigenous community. Your resume must clearly indicate how you meet the qualifications.

***A clear criminal record check, child abuse registry and a prior contact check is mandatory and must be submitted with your application.***

***A valid driver's license is required***

All remuneration is commensurate with the provincial pay scales.

**Posting deadline is May 24, 2019**

Please submit your resume with cover letter to:

**Kent Brown**

Swan Lake First Nation

200-200 Alpine Way

Headingley, Manitoba R4H 1C8

PH: (204)783-9190

Fax: (204)783-7996

Toll Free: 1-800-665-5762

Email: [kent.brown@southernnetwork.org](mailto:kent.brown@southernnetwork.org)

***We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter.***