



**NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES**  
**ADMINISTRATIVE ASSISTANT – CHILDREN’S MENTAL HEALTH**

**FULL TIME – CONTRACT TO MARCH 31, 2019**  
**(\*Extension pending annualized funding)**

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury and is seeking to hire an **Administrative Assistant - Children’s Mental Health**. This position will be located at our **Satellite Office** in **Sault Ste. Marie**.

**Overview of Responsibilities**

Reporting to the Children’s Mental Health Service Manager, the Administrative Assistant – Children’s Mental Health provides a complete range of administrative support services to the Children’s Mental Health Department.

**QUALIFICATIONS**

**Education & Experience Requirements**

- Business Administration or related diploma
- Four (4) years’ experience in an administration position in a First Nation or Aboriginal social services agency
- Experience working with various office systems and equipment

**Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of external services and service agencies
- Knowledge of best practices in administration processes

**Special Skills & Abilities**

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent planning and organizational skills
- Excellent administrative and research skills
- Excellent time management skills
- Ability to work with and meet tight timelines in a fast-paced environment
- Ability to demonstrate a high level of initiative
- Ability to work independently with minimal supervision
- Ability to work within a team environment
- Ability to accurately and efficiently record and develop meeting minutes
- Ability to develop professional documents
- Ability to work flexible hours
- Ability to display a positive helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

**Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Verification;
- Must have a valid Ontario Class G Driver’s License, access to an automobile and \$1M automobile insurance;
- Must be able to work flexible hours including unplanned overtime and work on-call as required

**Salary Range: \$50,823.00 - \$62,429.00**

Please submit a job related resume and cover letter along with three work related references by,

**Wednesday, October 25, 2017 – 4:00 p.m.**

**Hiring Committee**  
Nogdawindamin Family and Community Services  
210B Gran Street, Batchewana First Nation, ON P6A 0C4  
FAX (705)946-3717  
[hr@nog.ca](mailto:hr@nog.ca)

*Preference will be given to applicants of native ancestry.*

***Incomplete or late applications will not be accepted***

*We thank all applicants for their interest; however only those selected for an interview will be contacted.*

***A full job description is located on our website at [www.nog.ca](http://www.nog.ca)***