



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

CHILD WELL-BEING CLINICAL ASSISTANT

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 a **Child Well-Being Clinical Assistant**. This position will be located at the Satellite Office in **Sault Ste. Marie**.

Overview of Responsibilities

Reporting to the Neonatal Services Coordinator, the Child Well-Being Clinical Assistant provides a broad range of support services to the Neonatal Caring Program including opening/closing of facilities, organizing and ensuring access for delivery of scheduled programs and services, documentation of services, service requests and referrals, and ensuring adequacy of materials and supplies required for programming and client support. The Child Well-Being Clinical Assistant is the primary on-site contact with on-site service delivery partners and collateral services. The position also provides for the organization and training of voluntary resources required for respite care and transportation services associated with program.

QUALIFICATIONS

Education & Experience Requirements

- Relevant diploma in Human Services field required
- Two (2) years' experience working with children and families
- Experience working with Aboriginal people, organizations and communities

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of external service and service agencies

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 organizational skills
- Excellent administrative skills
- Excellent time management skills
- Ability to work within and meet tight timelines
- Ability to take initiative and work independently with minimal supervision
- Ability to work within a team environment
- Ability to work flexible hours
- Ability to display a positive and 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: \$38,625.00 - \$47,445.00

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

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

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