



# NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

## EMPLOYMENT OPPORTUNITY



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 is seeking to hire a:

**CLIENT RECORDS CLERK – CHILDREN’S MENTAL HEALTH – Location: to be determined**

**Salary Range: \$38,625.00 - \$47,445.00**

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

### Overview of Responsibilities

Reporting to the Team Supervisor – Children’s Mental Health, the Clients Records Clerk provides a complete range of administrative support services to Children’s Mental Health teams.

### QUALIFICATIONS

#### Education & Experience Requirements

- Administrative Assistant or related diploma
- Two (2) years’ experience in an administration position in a First Nation or Aboriginal social services agency

#### 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

#### 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

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by,  
**Wednesday, February 7, 2018 – 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)***