



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES
CLIENT RECORDS CLERK – CHILDREN’S MENTAL HEALTH
Three (3) positions

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 three (3) **Client Records Clerks – Children’s Mental Health**. Location: **to be determined**.

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

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

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

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