



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES
DATABASE MODERATOR - 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 a **Database Moderator – Children's Mental Health**. Location: to be determined.

Overview of Responsibilities

Reporting to the Manager of Infrastructure and Technology, the Children's Mental Health Services Database Moderator position is responsible for systems development, system support and assisting with training Regional, Community-Based and member First Nation staff how to use the Agency's client management software. The Children's Mental Health Services Database Moderator is responsible for providing support to all First Nation locations and for installing, configuring and maintaining computer equipment, software, systems in relation to the Agency's client management software.

QUALIFICATIONS

Education & Experience Requirements

- Diploma or degree in Computer Science/Software Engineering or related IT discipline
- Certification in A+ and Microsoft Certified Professional would be preferred
- Three (3) years' experience developing and maintaining Information Technology infrastructure and working with and configuring network environments with firewalls, IP subnets, VPNs, electronic mail operations and remote communications
- Experience working with Aboriginal people, organizations and communities

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of Windows Operating Systems and network operating systems
- Knowledge of programming languages and operating systems
- Knowledge and proficiency in personal computer technology and peripherals, application software, operating systems, diagnostic software, anti-virus programs, software images and recovery procedures

Special Skills & Abilities

- Proficient computer skills with MS Office Software, networking and other software
- Excellent analytical and research skills
- Excellent interpersonal and customer service skills
- Excellent conflict resolution and problem solving skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer technical skills
- Ability to attend to detail
- Ability to communicate in user-friendly language
- Ability to develop and configure complex information technology systems
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to manage 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: \$45,708.00 - \$56,145.00

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