



Administrative Assistant, Child & Family Wellbeing

Reporting to Child & Family Wellbeing Manager

Child & Family Wellbeing Department/Health & Social Services

**PERMANENT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:
Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

***This is an in-office
position.***

Salary:
Start Rate - **\$24.13 to
\$26.16 per hour***

*While Alderville First Nation Salary Grid will apply – **start rate will be commensurate with experience.**

Benefits:

- ✓ Paid Vacation!
- ✓ Paid time off over Holiday Shutdown!
- ✓ 14 Statutory Holidays!
- ✓ Paid Sick Leave!
- ✓ Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!
- ✓ Pension Plan with Employer Match!

JOB SUMMARY:

The Administrative Assistant will work closely with the Child & Family Wellbeing Staff to provide a wide range of day-to-day administrative services to ensure effective and efficient operations of Child Wellbeing programs and initiatives. The Administrative Assistant will perform administrative tasks with a high degree of accuracy and tasks may involve, but are not limited to, reception/telephone support, records/filing management, collecting/processing data, photocopying and scheduling.

KEY JOB FUNCTIONS:

- As the first point of contact, provides services with a high level of sensitivity and empathy.
- Manages and troubleshoots inbound telephone inquiries and directs callers accordingly.
- Greets and screens clients & guests entering the office in a timely, courteous and professional manner and notifies the appropriate Staff member.
- Books all incoming appointments for scheduled meetings with internal Staff and visiting professionals; follows up with clients on scheduled appointments.
- Answers and/or forwards incoming centralized emails to appropriate Staff in a timely manner, including but not limited to client documentation, invoices, etc.
- Provides clerical support to support staff as needed; assists in required preparation for meetings, visits and programs.
- Coordinates bookings for special events and maintains registration lists.
- Prepares articles for publishing of monthly community newsletter and other advertising such as social media postings, memos, etc. advising Staff and Membership of relevant information sponsored by the Child Wellbeing team.
- Files correspondence in a timely and confidential manner; records, transcribes and maintains monthly department staff and other meeting minutes.
- Monitors and orders office & consumer supplies as needed including arranging postage meter updates and photo copier maintenance. Supports Child Wellbeing programming initiatives including but not limited to meeting set-up, arranging catering, placing orders for program content, hands on assistance, etc.
- Commitment to always ensure the highest level of confidentiality; thorough understanding that all department matters related to services, clients, staff, and all other child welfare business must be kept confidential.

MINIMUM QUALIFICATIONS:

- College Diploma in Office Administration or related field.
- Minimum 3-5 years of administrative, clerical or coordination experience.
- *A combination of education, experience and skills may be considered.*

Considered an asset:

- Thorough knowledge of the Child, Youth and Family Services Act and Regulations.
- Understanding of the philosophy of Customary Care Services delivered in First Nation Communities.
- Knowledge of Alderville First Nation community, traditions, teachings, culture, protocols, and practices.

Minimum Requirements:

- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.
- Criminal Reference check and Vulnerable Sector Search are required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.

PREFERRED EXPERIENCE:

- Ability to work independently and as part of a multi-disciplinary team.
- Excellent oral/written communication and interpersonal skills.
- Ability to prioritize, multi-task and organize work effectively and under pressure.
- Ability to follow direction and maintain confidentiality.
- Exceptional familiarity with technology and desktop applications (MS Office, Zoom, Outlook, etc.)
- Work experience with a First Nation or Indigenous Organization.
- Experience and/or training in Privacy Legislation.
- Experience with finance.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: *Tuesday, October 22, 2024.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 217
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.