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INTERNAL/EXTERNAL

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: Child Well Being
POSITION TITLE: Child Well Being – **Team Assistant**
DURATION: Full-time Permanent Position
CLOSING: Tuesday, July 11, 2023

Position Summary:

Wasauksing First Nation is accepting applications for a First Nation Child and Family Services Manager. Reporting to the Manager, the Team Assistant (TA) is responsible for providing administrative and technical support to the Child Well Being Team. The TA will also provide support to ensure that administrative systems are functioning effectively and efficiently in support of Wasauksing First Nation's services to members, and visitors. The TA will also be responsible for clerical and reception duties as required.

Duties & Responsibilities:

- Provide clerical functions such as preparing correspondence, faxing, emailing, photocopying and filing.
- Coordinate and maintain office equipment and supplies.
- Manage and monitor the administrative workload within the team.
- Prepare, organize, schedule and document team meetings, and meetings with collateral services.
- Ensures operation of equipment by completing preventative maintenance, requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- Creates and revises systems and procedures by analyzing operating practises, record keeping systems, forms control, office layout, and budgetary and personnel.
- Contributes to team effort by accomplishing related results as needed.
- Support and provide confidentiality.

Education & Experience:

- Minimum Ontario Secondary School Diploma (Grade 12)
- A specialized course in accounting/business/administration
- Experience in a business or government setting an asset.
- Strong computer background and skills including word processing, spreadsheets and database applications, and internet and e-mail communication tools.
- Demonstrated ability to work as part of team.
- Ability to speak, read and understand Anishnaabeemowin (Ojibway Language) is an asset.
- General knowledge of community services, customs and traditions

Other Requirements:

- This position requires the individual to work with various families, youth and children. To protect children, youth and vulnerable persons, Wasauksing First Nation requires the individual to provide a vulnerable sector check

**Applications must be received no later than Tuesday, July 11, 2023,
@ 4:00 pm**

Please send your resume with a cover letter, contact information and two recent employment references to:

**Amanda Worm, HR Manager
Email: hrmanager@wasauksing.ca
Wasauksing First Nation
P.O. Box 250 Parry Sound, ON P2A 2X4**

Or package may be dropped off at the following physical address:

**Administration Office
1508 Geewadin Road Lane G
Wasauksing First Nation**

Preference may be given to Indigenous candidates with relevant on reserve employment experience and/or those with knowledge and understanding of the Wasauksing First Nation History and Community.

“Only those selected for an interview will be contacted. We wish to thank everyone for their application.”