



Beausoleil First Nation  
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Christian Island, ON  
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**Posted: May 16, 2018**

## **EMPLOYMENT OPPORTUNITY**

### **ONE YEAR TERM CONTRACT**

The Administrative Client Care Assistant works independently under the supervision of the H&CC Supervisor and is responsible for assisting with all reporting requirements for H&CC, HNSA, CSS, Aging at Home, CCAC. The Administrative & Client Care Assistant is also responsible for assisting with pay roll and completion of weekly pay vouchers for all above mentioned programs. **Preference will be given to applicants who are of Aboriginal Descent.**

**Job Title: Administrative Client Care Assistant**

#### **Qualifications:**

- College Diploma in Office Administration or Grade 12 and a minimum of 3 yrs experience.
- Knowledge and training in required program reporting requirements
- Knowledge and training in payroll and pay voucher completion.
- Ability to respect and maintain confidentiality.
- Excellent writing and verbal communication skills
- Ability to work in a busy, team environment
- \* *Successful candidate will be required to provide a copy of their valid driver's license & drivers abstract, Criminal Reference Check, and vulnerable sector search*

#### **Duties and Responsibilities:**

- Assist in coordinating access to homemaking, personal support, respite by working with intake coordinator under Case Manager.
- Assist in preparing, monitoring and reporting on budgets to ensure compliance with funding requirements
- Assist in payroll for all employees within above mentioned programs
- Complete all required pay vouchers weekly for above mentioned programs.
- Ensure all activity and financial reports are complete for all funders.
- Input all data in eSDRT system and all other database systems as directed.
- Complete monthly HNSA activity and financial reports for submission to financial director and funder.
- Draft all correspondence, proposals and reports as require for approval by Case manager.
- Perform all filing related to program in safe, secure environment.
- Assist in maintaining employee files.
- Assist in maintaining client files as per HNSA requirements.
- Participate in staff meetings and take minutes.
- Network with social services, family services, Guiding lights Seniors Centre and other island organizations as necessary.

**Salary/wage: \$17.00      Hours of Work: 35 hours**

**Closing Date:** Applications shall be delivered to the front desk of the Beausoleil First Nation Administration Building no later than **May 29, 2018 @ 4:30pm**

**Direct Supervisor:** Leigh-Ann Cass.      **Functional Supervisor:** Trevor Reid  
**Supervisor:** HCC Case Manager      **Supervisor:** Health Director

Applications shall be delivered to the front desk at Administration Building. Applications must consist of the following:

**Cover letter, current resume, 1 reference letters and CPIC.**

Your application package must be clearly marked to the **Attention of Virginia Sandy** [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)  
Faxed or e-mailed applications are acceptable; however, applicants selected for an interview must present the original signed letter of application at the interview. Fax # (705) 247-2239

**We thank all who apply, however, only those selected for an interview will be contacted.**

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