



Beausoleil First Nation Child & Family Services

36 Zhingwak Mk., Christian Island, Ontario, L9M 0A9
Tel: 705-247-2175 Fax: 705-247-1043 Email: jobs@chimnissing.ca

Date Posted:
May 9, 2019

EMPLOYMENT OPPORTUNITY

The Family Services Office Assistant is responsible for aiding with program activities for Beausoleil First Nation's Child & Family Services, and related Programming (ex. Family Well-Being Program). The incumbent will be responsible for a variety of receptionist and administrative duties including answering telephones, completing various office work, data entry, etc. Aiding with the coordination and delivery of various programs, receiving clients and providing positive customer service are all essential duties for this position. This is an entry level position, for those who have an interest in pursuing a career in the social & human services fields.

Preference will be given to applicants who are Members, or of Indigenous Decent & reside on Beausoleil First Nation Territory.

Job Title: Family Services Office Assistant

Qualifications:

- Post-secondary diploma in a related field an asset; OSSD/Grade 12, combination of work/life experience considered and various relative certificates &/or professional development, and willingness to acquire further training
- Experience working in an office or social services setting would be considered an asset
- A well-defined sense of diplomacy, including conflict resolution and people management skills
- Ability to maintain the strictest confidentiality
- Previous customer service experience required
- Ability to establish and maintain effective working relationship with clients, and the general public
- High degree of resourcefulness, flexibility, and adaptability
- Able to effectively communicate both verbally and in writing
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Demonstrated excellence in organization and time management skills

Duties (not an exhaustive list):

- Aid in the planning and developing of program activities
- Help with the coordination of various program activities
- Meet and provide support as needed to clients
- Answer telephones, directing calls to the appropriate individual, taking messages, or answering basic inquiries
- Complete data entry for reports, program updates, etc.
- Coordinate with clients and families, aiding the Family Services Coordinator & Staff with various things such as appointment setting and program planning
- Interact with and seek continued support from community agencies & external partners
- Generate and prepare various reports as requested
- Ensure that all guidelines are being followed and adhere to the overall mission and values of the organization
- Conduct various clerical and office work such as faxing, mailing, filing, photocopying, etc.
- Create, maintain and update electronic databases
- Orient clients, visitors, and new staff with the facility and provide guidance when questions arise
- Schedule appointments and meetings as requested
- Maintain the day to day reception area
- Maintain inventory and order supplies as needed
- Attend staff meetings and take meeting minutes as required
- Any other duties as assigned

Other Requirements:

- Valid First Aid and CPR an asset
- Able to provide a clean Vulnerable Sector Screening/Criminal Reference Check
- Valid "G" Ontario Drivers License with access to reliable vehicle an asset

Working Conditions:

- Interacts with clients, staff, external partners, and visitors
- Manual dexterity required to use desktop computer and peripherals
- Intermittent physical activity including walking, standing, sitting, light lifting

Direct Supervisor: Family Services Coordinator

Supervisor: Paula-Jade Sandy, Social Services Director

Salary: \$15.00/hr minimum start (DOE/DOQ)

Duration: Full time

Hours of Work: 35 hours per week (Schedule to be negotiated based on programming needs)

Closing Date: May 23, 2019 @ 4:30pm

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office, to the attention of: Virginia Sandy, Human Resources Dept., 11 O'Gema Mk., Christian Island, ON, L9M 0A9
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

Applications must consist of the following:

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.

SUCCESSFUL APPLICANT MUST PRODUCE A CLEAN VSS/CPIC.

Your application package must be clearly marked with your name and the position you are applying for.

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