



Competition No.: 2018-0220 **REPOSTED**
Position: Community Unit Admin
Classification: AY3 – *Qualified candidates salary range: \$39,335.31 – \$44,962.47*
Conditions: Full-time, Permanent, Non-unionized
Department: Poplar River Community
Location: Poplar River First Nation community
Date Posted: May 22, 2018
Closing Date: 4:00 p.m. on June 22, 2018
How to apply: Email: tamara.cardinal@secfs.org Fax: (204) 947 – 0009

Permanent	
Term until April 2019	<input checked="" type="checkbox"/>

Forward your resume (with 3 references) and cover letter stating clearly how you meet the qualifications stated in this job posting. Please cite the competition number and position in the subject line when submitting by email or fax. **Preference will first be awarded to:** qualified Southeast community members meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.

Southeast Child & Family Services (SECFS) provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

REPORTING: The incumbent reports to the community CFS supervisor.

POSITION SUMMARY: The incumbent is responsible for providing administrative and clerical services. Providing these services in an effective and efficient manner will ensure that unit’s operations are maintained.

DUTIES AND RESPONSIBILITIES:

- Carries out prescribed procedures for opening the office in the morning and closing it at day’s end;
- Greeting the public; receives / screens visitors; assists visitors courteously and promptly; directs visitors as appropriate;
- Answering telephone calls;
- Processing daily mail; sort, process, and route incoming mail; maintain a log of all incoming and outgoing mail;
- Perform clerical duties;
- Schedule and confirm appointments ;
- Maintain and update filing; label, copy and retrieve documents;
- Word processing of reports, forms, correspondence, file recordings, minutes, etc.;
- Inputs children in care data and maintains unit caseload documentation system;
- Provides orientation for new social workers regarding administrative procedures;
- Inputs CIC information into CFSIS system;
- Input, update and ensure the accuracy of data is recorded and in compliance with CFS regulations, Southern Authority and/or legislation;
- Edits social work documentation; participates in process of updating social work forms;
- Operates fax, photocopier, computer, shredder, etc.;
- Order and maintain inventory of office supplies;
- Assist with typing, filing, photocopying;
- Maintains the unit’s attendance record;
- Other duties as assigned by Unit Supervisor.

QUALIFICATIONS:

Conditions of Employment

- Driver’s license would be an asset;
- Satisfactory Criminal Records Check, Prior Contact Check, Child Abuse, Adult Abuse Registry checks are a requirement of all SECFS positions.

Essential Criteria

- Must be a high school graduate and/or training and a minimum of one year of administration work.
- Intermediate proficiency in MS Word, Excel, Power Point and Outlook Express.
- Have working knowledge of the CFSIS system would be a strong asset.
- Demonstrated ability to work independently as well as part of a team.
- Have excellent oral and written communication skills.