



<b>Competition No.</b>	<b>2019 – 29</b>
<b>Position:</b>	<b>Administrative Assistant</b>
<b>Classification:</b>	<b>AY3: \$39,335.31 – \$44,962.47</b>
<b>Conditions:</b>	<b>Full-time, Permanent</b>
<b>Department:</b>	<b>Brokenhead CFS</b>
<b>Location:</b>	<b>Brokenhead First Nations</b>
<b>Date Posted:</b>	<b>April 4, 2019</b>
<b>Applications accepted until:</b>	<b>4:00 p.m. on – April 19, 2018</b> (or until the position is filled)
<b>Submit resume, references:</b>	<b>Email: <a href="mailto:tamara.cardinal@secfs.org">tamara.cardinal@secfs.org</a> Fax: (204) 947 – 0009</b>

All hiring is subject to satisfactory checks: *prior contract, child abuse and criminal records*. The ability to speak Ojibwe is considered a strong asset. Preference will first be awarded to: a) qualified internal candidates, b) Aboriginal candidates and 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.

**POSITION SUMMARY:** The incumbent is responsible for providing administrative and clerical services.

**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:**

- An Administrative diploma from a recognized community college or a degree from a recognized university is required, or equivalent education or work experience;
- Minimum of two (2) years in an administrative role within a Child and Family Services environment;
- Advanced proficiency in a variety of computer applications (Word, Excel) in a network environment;
- Prior working knowledge of CFSIS desired;
- Demonstrated ability to work independently as well as part of a team;
- Prior employment with high level of confidentiality or security clearance;
- Excellent oral and written communication skills.
- Satisfactory Criminal Records, Child Abuse, Adult Abuse Registry checks is a requirement of all SECFS employment positions.