



Competition No.: **2021-05**
Position: **Prevention Reporting Assistant**
Classification: **AY3: \$40,924.46 – \$46,778.95 per annum**
Conditions: **Full-Time (Non-Union position)**
Location: **360 Broadway (as base with extensive travel to communities)**
Date Posted: **February 10, 2021**
Closing Date: **4:30 p.m. on February 25, 2021**
How to Apply: **Email: hr@secfs.ca Fax: 204.594.0499**

Job Summary:

Reporting to the Prevention Reporting Coordinator, the Assistant is responsible for administrative and secretarial support for the community-based programming for the eight (8) communities serviced by Southeast Child & Family Services.

Qualifications & Position Requirements:

- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremonies and teachings
- Demonstrated ability to work respectfully and effectively with First Nation communities i.e., leadership, children, families, colleagues, collaterals, as well as have an understanding of the Southeast communities
- Grade 12 and/or relevant post-secondary education and/or a minimum of one (1) years' experience working in a related field (a combination of education, training and experience will be considered)
- Ability to work independently and as part of a multi-disciplinary team
- Demonstrated ability to provide support by means of:
 - Completing first drafts of correspondence and/or editing of the same
 - Assisting in the preparation and completion of regular financial reports / presentations
 - Proven ability to work with spreadsheets and databases
 - Ensuring all financial documentation is completed (i.e., receipts, expenditures, projections, submissions, etc.)
 - Managing timelines related to program objectives and relevant submissions
 - Receiving, documenting and following-up telephone conversations
 - Ensuring that all documentation and bring-forward dates are managed with proficiency
 - Other office-related duties (i.e., filing, photocopying, faxing, emailing, etc.)
- Proficiency with MS Office (i.e., Excel, Word, Outlook, PowerPoint)
- Proven ability to engage Internet-related research and work-related applications
- Excellent oral and written skills are a necessity
- Valid driver's license and use of a personal vehicle
- Regular travel to communities is required
- Must be able to work flexible hours, including evenings and/or weekends
- Experience with CFSIS is an asset
- Ability to speak Ojibwe is an asset
- Satisfactory Criminal Record Search, Child Abuse Registry Check and Prior Contact Check

Application Process:

Please forward your résumé (with three [3] references) and a cover letter stating clearly how you meet the qualifications. Cite the competition number and position in the subject line when submitting by email or fax.

Preference will be given to Southeast members and Indigenous (First Nations, Métis or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer exceptional health/vision/dental; annual leave; pension; and, life insurance benefits