

Family Wellness Team Assistant

Batchewana First Nation

Range: \$22.85-\$25.50

Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the northeastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadjiwan, and Whitefish Island. Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and everyday.

Position Summary

The Family Wellness Team Assistant is responsible for providing secretarial, clerical and hands-on support to the Family Wellness team managers, supervisor(s), Band Representatives and Prevention Workers. The position includes assisting with the departmental responsibilities for planning, execution and reporting, the maintenance of effective relationships with internal and external contacts, daily operation and efficiency of the department.

Key Duties & Responsibilities

- Performs general administrative functions such as photocopying, filing, faxing, setting appointments, organizing case conferences/reviews, answering phone calls and directing inquiries from internal and external contacts in order to maintain records, promote department efficiency and assist Family Wellness team members.
- Supports Family Wellness Team and particularly Band Reps by performing duties that include monitoring deadlines for Court documents, setting reminders for deadlines, and alerting team members of any service gaps and/or timelines in order to ensure best outcomes for families, and ensure BFN's reputation is preserved.
- Assists the department's prevention team by performing duties such as assisting with development of brochures, booking venues, navigating the process and communication requirements for promotional notices, assisting with client follow up, correspondence in order to ensure there is efficient time of notification and sign up of participants and promoting/notifying of program objectives.
- Ensures that administrative and financial processes are followed and completes these in accordance with policies and procedures. This includes financial tracking, processes for purchase orders, coding, cheque requisitions and credit card charges.
- Maintains data compilation and tracking systems in order to ensure team awareness of file status, access to data and file management. This includes various notifications from Child Welfare Agencies and important information regarding file status, who is assigned to the file, milestones and timelines.
- Creates and maintains a central client file system in order to ensure confidentiality, organization and controls. Accomplishes this through activities such as adhering to a sign in/sign out process, maintaining files in a locked and secured cabinet and overseeing access and tracking.
- Assists with FWT documentation, communication and reporting by performing duties such as taking and distributing meeting minutes, assisting with case note completion, proofreading affidavits, brochures, notices in order to ensure records of meetings are kept, reference material is available, action items/follow ups are highlighted and a professional communication standard is maintained.
- Prepares for and safeguards department resources by performing duties such as ordering, maintaining and tracking supplies, arranging for maintenance and repairs, and assisting with preparations for staff, new hires and programming needs in order to ensure programs run smoothly and resources are in place to support effective team function.
- Collects program reports and data from team members in order to generate amalgamated reporting for review by the Family Wellness Supervision. Accomplishes this through duties that include highlighting deadlines for submissions, following up on outstanding reporting and by creating a format for information that enables analysis.
- Assists with research by performing duties that include accessing databases of information, making contact with other agencies to gain insight on practices and programming and conducting searches for information on training opportunities and conferences. Performs these duties to help build awareness, assist with case preparation and build competency of team members.

QUALIFICATIONS & EXPERIENCE:

- College Diploma in Office Administration, or related disciplines such as Legal Office Administration or within a business field.
- Minimum three (3) years' experience in related field.

KNOWLEDGE, SKILLS & ABILITIES:

- Understanding of the services offered by BFN departments and external services provided within the rural community and surrounding areas.
- Some knowledge of Child Welfare and prevention services preferred.
- Knowledge of relevant BFN, federal, and provincial legislation, regulations, policies, protocols, case laws and appeals, proceedings and guidelines such as CYSFA, Family Rules, and Health & Safety.
- Exceptional interpersonal, relationship, and leadership skills when dealing with clients, community members, and other BFN staff as well as formal bodies such as Chief and Council or the courts.
- Exceptional verbal, written and typed communication skills.
- Superior multi-tasking, time management and prioritization skills.
- Efficient and competent knowledge in computer software including Microsoft Office; Word, Excel, Outlook, Divorce mate and Caseline

CONDITIONS OF EMPLOYMENT

- Favorable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC).
- Valid G Driver's License and/or access to a reliable vehicle is an asset.

How to Apply & Deadline: Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Team Assistant

ALL APPLICATIONS MUST BE RECEIVED BY November 8, 2024, 2024 AT 12:00 PM (Noon).

We thank all applicants for their interest, however only those selected for an interview will be contacted.