



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.*

### TEAM ASSISTANT – QUALITY ASSURANCE PERMANENT FULL-TIME

Reporting to the Quality Assurance Supervisor, the Team Assistant is responsible for providing administrative and technical support services to the service team or teams to which they are assigned. The Team Assistant will also provide support to ensure that administrative systems are functioning effectively and efficiently in support of smooth implementation of Niijaansinaanik's services for staff, clients, visitors and the public at large. The Team Assistant will also be responsible for clerical and reception duties as required.

#### **Key Job Functions**

- Assists with establishing and maintaining computerized and manual filing systems as required
- Assists with the collation and maintenance of computerized monthly travel expense claims and other computerized documents
- Assists with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions, and year-end reports
- When performing reception duties: greet visitors and ascertain nature of business, assist with troubleshooting problems, refer to appropriate person or department, assist with necessary forms, paperwork, and letters, follow-up for resolution, redirect non-routine requests to the Supervisor of Manager, ensure that the reception area is organized and neat at all times
- Assists with preparations for groups/meetings, conferences
- Runs errands as required, orders office supplies, and maintains office equipment as needed
- Provide filing, fax, and photocopy support to Niijaansinaanik staff as required
- Liaises with other service providers as deemed appropriate
- Prepare agendas meeting packages and minutes of meetings as requested
- Coordinate, organize, and confirm meetings, conferences, training sessions, travel arrangements, special events, as required
- If supporting a Team working with CPIN, the Team Assistant will provide CPIN support at their level of authority

#### **Knowledge Requirements**

- Have knowledge of standard office procedures
- Have extensive knowledge of computers and standard computer software programs (e.g. Excel, Word).
- Working knowledge of a multi-line phone system, office equipment: fax, photocopiers, shredder, scanners etc.
- Knowledge of Niijaansinaanik Child and Family Services programs and services

#### **Other Requirements**

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

#### **Work Site Location:**

- North Bay

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@nijcfs.com](mailto:careers@nijcfs.com) or fax to (705) 223-7439

**Application deadline is:**

**To be posted until the position is filled**

Preference will be given to applicants of Native ancestry, please self-identify.

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

For a more detailed job description, please contact

Human Resources at [careers@nijcfs.com](mailto:careers@nijcfs.com)

or call (705)923-8400.