



Built on the foundation of Mino-Biimaadiziwn (Living a Good Life), enriched by our culture, and empowered by the voices of past, present and future generations.

PERMANENT EMPLOYMENT OPPORTUNITY

Administrative Assistant

JOB SUMMARY:

The Administrative Assistant functions as a member of an interdisciplinary team and reports directly to the Mental Health & Addictions Manager (CWD). This position assists with the day-to-day operation of the Mental Health & Addictions office, by providing a full range of administrative duties, in a fast-paced environment.

Work will primarily be in an office setting but travel may be required to attend assigned meetings. The incumbent may be subjected to stress from dealing with persons served and families in distress, difficult people and situations, and a high workload.

This job description indicates the general nature and level of work expected. Due to the changing nature of work and the work to be done, the job specifications may be changed or altered as required. Incumbent may be asked to perform other duties as required.

POSITION DUTIES:

- Greet community members, residents and visitors in a respectful, pleasant and professional manner. Provide clerical and administrative support to the Mental Health and Addictions Team.
- Manage the exchange of information in a manner that respects confidentiality. Assist with developing and maintaining personnel tracking and reporting systems. Assist with developing a variety of administrative forms as required.
- Assist Mental Health and Addictions Team to manage schedules by maintaining a schedule of individual and Program appointments, meetings and assignments, including dates, times and locations.
- Assist with developing and overseeing the maintenance of a well-organized record keeping/filing system to ensure easy reference and rapid retrieval of information. File and retrieve relevant documents, records, reports and information.
- Retain, organize and back up electronic copies of relevant documents, records, reports and information. Store confidential information in a secure locked cabinet.
- Answer general phone inquiries using a professional and courteous manner.
- Transcribe, compose and/or edit a variety of documents using word processing, spreadsheet, database and/or presentation software.
- Use technology and other resources to create print documents, electronic and other administrative and/or program resources and materials, including but not limited to pamphlets, forms, newsletters, and flyers. Coordinate logistics for Mental Health and Addictions Program meetings, training and/or other special events, including but not limited to booking space and catering, preparing and circulating notices, confirming attendance, preparing agendas and meeting packages.
- Record, transcribe and distribute minutes of Mental Health and Addictions Program meetings and task lists. Participate in the Quality Assurance System/Quality Management Process.
- Participate in and support program evaluation processes.
- Participate in regular supervision, staff and corporate meetings as directed. Represent the interests of Sagamok Anishnawbek on assigned committees or groups.

TERMS AND CONDITIONS OF EMPLOYMENT:

- Valid driver's license and vehicle for on-the-job use.
- Must be able to work flexible hours.
- Sign and maintain an annual oath of confidentiality.

- Secure and maintain certification in Privacy and Confidentiality.
- Must provide a criminal record check prior to commencing employment.
- Incumbent is subject to three months' probation.

QUALIFICATIONS:

- Diploma in an Administrative Assistant or related program from a recognized training institute. Minimum of two years of related work experience.
- Must have excellent computer skills in Microsoft programs Excel, Word, Access, PowerPoint, etc.
- Must have excellent communication skills both oral and written.
- Excellent problem-solving skills.
- Ojibway language, knowledge and appreciation of Native Culture and Heritage are considered definite assets.
- Must be able to work as a team member and at times with minimum supervision.

Qualified candidates are invited to submit their cover letter, resumé, credentials, and three work related References (email addresses) through the Online BambooHR process or mail to:

Attn: Human Resources
Sagamok Anishnawbek, P.O. Box 2230, Sagamok, Ontario, P0P 2L0
Fax: (705) 865-3307
By: **Until Filled.**

Bamboo Link:
<https://sagamokanishnawbek.bamboohr.com/careers/125>

FOR A FULL JOB DESCRIPTION PLEASE CONTACT: hr@sagamok.ca

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

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