

Job Description

POSITION:	Administrative Assistant – Children’s Mental Health
ACCOUNTABILITY:	Children’s Mental Health Manager
CLASSIFICATION:	Full-Time Contract
DATE APPROVED:	

JOB PURPOSE

Reporting to the Children’s Mental Health Manager, the Administrative Assistant – Children’s Mental Health provides a complete range of administrative support services to the Children’s Mental Health Department.

KEY JOB FUNCTIONS

Clerical Support:

Provide efficient and effective clerical and reception support to the team.

- Perform clerical functions such as preparing correspondence, faxing, photocopying and filing
- Record and distribute incoming and outgoing mail and faxes
- Respond to telephone inquiries for staff and services
- Ensure open files are provided to appropriate staff
- Ensure appropriate scanning and closing of files
- Enter confidential data into Agency databases as required
- Draft policies, procedures and other professional documents as directed

Administrative Functions:

Coordinate and perform day-to-day administrative duties.

- Manage and monitor the administrative workload within the team
- Prepare, organize, schedule and document Children’s Mental Health Team and other meetings
- Coordinate logistics for team and staff projects, meetings and events
- Record and develop meeting minutes as required
- Prepare and submit documents to the Ministry of Child and Youth Services, First Nations and other agencies
- Conduct research and compile information for draft reports
- Assist the Children’s Mental Health Service Manager with the coordination of the annual review of manuals
- Work within timeframes and manage a high and varied administrative workload of responsibilities on a day-to-day basis
- Ensure resource material is available for meetings and special events as required
- Coordinate travel accommodations, travel claims and honorariums as directed by the Children’s Mental Health Service Manager
- Assist with special projects when required
- Coordinate, keep up-to-date and maintain work schedules and calendars of Children’s Mental Health Service Manager

Public Relations and Implementation of Financial Processes:

Administer financial processes and to develop and distribute promotional material.

- Implement financial processes in the performance of duties such as completing purchase orders, cheque requisitions and requests for payment, as well as securing quotes etc.
- Support the development and implementation of an Agency comprehensive public relations strategy
- Order, design, develop and distribute public relations pamphlets and supplies
- Liaise with Ministry staff, CAS, First Nations, lawyers and other agencies and organizations
- Maintain a calendar of events, respond to requests for attendance at events and coordinate Agency Service representation in collaboration with the Children’s Mental Health Service Manager
- Prepare presentation material for annual general meetings and special events
- Prepare service annual reports, news releases, communiques and newsletters

- Schedule and update meetings, speaking engagements and appointments and send reminders to the Children's Mental Health Manager
- Maintain and present a positive and professional image of the Children's Mental Health Department at all times

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures and relevant practices.

- Maintain filing system of Children's Mental Health Department documents
- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

Other Duties:

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Business Administration or related diploma

Minimum Experience

- Four (4) years' experience in an administration position in a First Nation or Aboriginal social services agency
- Experience working with various office systems and equipment

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of external services and service agencies
- Knowledge of best practices in administration processes

Special Skills

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent planning and organizational skills
- Excellent administrative and research skills
- Excellent time management skills
- Ability to work with and meet tight timelines in a fast-paced environment
- Ability to demonstrate a high level of initiative
- Ability to work independently with minimal supervision
- Ability to work within a team environment
- Ability to accurately and efficiently record and develop meeting minutes
- Ability to develop professional documents
- Ability to work flexible hours
- Ability to display a positive helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

The location of this position is to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Administrative Assistant will typically be in an office setting. The Administrative Assistant is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Administrative Assistant will be required to travel to meetings within the district.

The administration of an office setting and team members can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Administrative Assistant to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS**Internal**

The position requires interaction with the Protection and Resource Managers, Senior Management Team, Children's Mental Health Manager, Children's Mental Health Department, Team Supervisors and other staff.

External

This position requires interaction with the Ministry of Child and Youth Services, Children's Aid Societies, other First Nation communities, and all service related agencies within the First Nation that respond to child welfare service delivery needs.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date