



Office Administrator – The Right Path

Department: The Right Path Counselling and Prevention Services

Posting Date: May 6, 2022

Location: Nipissing First Nation, ON

Schedule: Standard Work Week

Job type: Full-Time, Permanent

Vacancies: 1

Reports To: Director, Health Services

Starting Salary: \$50,605.00

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing May 20, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

Closing June 3, 2022 - 2nd Round

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

Closing June 17, 2022- 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

A key member of The Right Patch Counselling and Prevention Services, the Office Administrator will focus on running an efficient office and implementing technological solutions, processes, and schedules that support data collection and quality assurance. The Office Administrator will collaborate closely with the Right Path Manager and team to support clinical administration for the office including clerical duties, coordinating calendars, and organizing meetings.

What you'll do in the role

- Provide professional support to employees and members
- Respond to and prioritize walk-ins from community and crisis calls
- Coordinate meetings, record and distribute minutes as required
- Establish and maintain office filing system, manuals, and records to ensure efficient storage and retrieval of material
- Manage staff schedules and client appointments including initial assessments and follow ups on behalf of The Right Path staff and visiting professionals
- Implement client triage and wait list management process
- Support the administration of a client transportation service including scheduling trips, coordinating drivers, completing reports and billing
- Prepare client statistics, program activity and financial reports for review and analysis



Employment Opportunity

- Support the management of and maintenance of client record systems
- Initiate contacts, site set-up, and coordination of supplies as required for Critical Incident Response
- Other duties as required

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Three weeks paid vacation to start, increasing with years of service
- Better than average vacation and leave packages

What you bring to the table

- Must have a diploma in Office Administration from a recognized post-secondary institution; or relevant education in a health or social services field and high-level office administration skills with a minimum of 3 years' recent and relevant experience in an office setting
- Have hands on experience with digital systems and technological solutions for client information and office operations
- Ability to work effectively with community and external partners with a high degree of professionalism
- Completed the Applied Suicide Intervention Skills Training (ASIST) and Overdose Prevention (Naloxone) training, or willingness to obtain upon employment
- Proof of completion or willingness to complete privacy and security training
- Proof of completion or willingness to complete occupational health and safety training
- Current First Aid and CPR with AED or willingness to obtain upon employment
- A valid Ontario Class "G" Driver's License
- Ability to provide a recent (within 6 months) Criminal/Police Records Check
- Must have respect for Indigenous culture and willingness to learn Ojibwe

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.



Employment Opportunity

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.