



Database Administrative Support

Department: Social Services

Posting Date: October 28th, 2022

Location: Nipissing First Nation, ON

Schedule: Standard Work Week

Job type: Full-time, Permanent

Vacancies: 1

Reports To: Band Representative Program Manager and Native Child Welfare Manager

As part of the Social Services Team, the Database Administrative Support incumbent will be responsible for the entry of confidential data, and implementing changes in database operations as required. This position will also ensure all data provided is accurate, and readily available to end users. The Database Administrative Support position will manage database access and keep stored data up to date while maintaining the efficiency of the database by providing regular checks and updates.

What you'll do in the role

- Maintain documents, comprehensive and up-to-date client files and systems
- Review and enter data information into the appropriate databases
- Proactively verify data through source documents and update existing data when required
- Work collaboratively with Social Team and Apricot Social Solutions database Team
- Work with Nipissing First Nation HR to create and/or maintain organizational cultural competency, safety, and cultural sustainability within the organization of the Nipissing First Nation
- Screen and direct calls as appropriate from clients, external agencies, NFN management or leadership
- Develop flyers, pamphlets and forms as required
- Compile/record statistical information
- Submit written reports, participate in programming activities and perform committee work
- Complete internal day-to-day administration tasks i.e., time sheets, requisitions, mileage logs, expense reports
- Participate in relevant conferences, training, workshops and related courses and meetings for professional development
- Maintain an inventory of supplies, equipment and materials at an adequate level; replacing supplies when required within the First Nation's purchasing policy

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



Employment Opportunity

- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Strong knowledge and awareness of Indigenous culture and history, with emphasis on family violence and child welfare
- Knowledge of Nipissing First Nation community and social services
- Excellent case and file management skills, stress management and time management skills
- Strength based problem solving
- Exceptional computer competencies (Database, Office 365 – Teams, Outlook, Excel)
- Willingness to undertake training (Apricot Social Solutions, privacy, health and safety)
- Speaker of the Anishinabe language(s) will be considered an asset
- Must have a diploma in Office Administration/Business/Commerce or Accounting
- Must possess a valid Ontario Driver's License
- Must have a minimum of 3 years Data Entry Operator Experience and/or Office Administration Experience
- A clear criminal reference check (CPIC), Vulnerable Sector Check, and Child Welfare Check is required
- Must possess strong organizational skills, detail oriented, and ability to meet deadlines
- Must have the ability to engage people to build trust and rapport; effective verbal and listening communication skills

Application Deadlines:

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

Closing November 11th, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing November 18th, 2022 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing November 25th, 2022 - 3rd Round

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



Employment Opportunity

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications.

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.

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.

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