



Employment Opportunity

Administrative Assistant, Band Representative

Department: Social Services
Posting Date: September 15, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time/Permanent
Vacancies: 1
Reports To: Manager, Band Representative
Starting Salary: 39,967.20 Annually

We are seeking a dedicated Administrative Assistant to play a vital role in providing secretarial and administrative support to the Band Representative Program. The successful candidate will be responsible for ensuring the efficient operation of the office, extending a warm reception to callers and visitors, assisting team members in various tasks related to confidential file organization, program reporting, and communication with Nipissing First Nation staff and external partners. This role requires adept management of confidential files, handling time-sensitive materials, and multitasking across multiple projects. Furthermore, the Administrative Assistant will actively contribute to upholding Nipissing First Nation's GchiNaaknigewin (Constitution).

What you'll do in the role

- Screen and direct phone calls as appropriate from clients, external agencies, NFN management or leadership.
- Respond to and appropriately prioritize walk-ins from community and crisis calls.
- Respond to questions, information requests regarding Band Representative Program or redirect inquiries to appropriate department or agency.
- Coordinate client transportation where required.
- Coordinate meetings, record and distribute minutes as required.
- File management, such as keeping electronic client files up to date, court documents, and other relevant client documentation; opening new files; filing closed charts, sending out form letters.
- Develop and create flyers, pamphlets, and forms.
- Prepare and distribute documents, forms or other communications as required.
- Participate in quality assurance and maintain or update the Band Representative policies and procedures manual.
- Maintain an inventory of supplies, equipment and materials at an adequate level; replacing supplies when required within the First Nation's purchasing policy.
- Ensure that all team members have access to program materials.
- Receive external contractors assigned to complete building maintenance.
- Assist with data collection and reporting.
- Participate in both internal and external community initiatives/efforts which support optimal levels of well being.
- Participate in larger scale collective efforts that promote community wellness (i.e. special funding projects, etc.)
- Represent NFN and Band Representative Program in both internal and external committee memberships as deemed appropriate.



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- Complete and submit administrative reports (leave forms, activity logs/ calendars, monthly reports) in a timely manner
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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, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- College diploma in Office Administration, Medical Office Administration or Business Administration
- Minimum 2 years' recent and relevant experience in an office setting and child welfare sector
- Experience with electronic records software
- Demonstrate computer literacy and proficiency in computer applications such as; Windows, Microsoft Office 365 and internet applications.
- High level of proficiency and accuracy in clerical tasks including data entry, keyboarding, proofreading of notes, filing systems, documentation
- Working knowledge of office equipment such as phones, printers, fax machines and video conference equipment
- Proof of completion or willingness to complete privacy training
- Proof of completion or willingness to complete occupational health and safety training
- Proof of completion or willingness to complete safe food handling certificate
- Current First Aid and CPR with AED or willingness to obtain upon employment
- A valid Ontario Class "G" Driver's License
- Strong interpersonal skills when interacting with individuals, groups, multi-disciplinary teams and the public
- Strong computer skills, including Microsoft applications (Outlook and Excel) and emails
- Excellent time management, organizational and communication skills
- Excellent problem-solving abilities and conflict resolution skills
- Ability to support culturally appropriate and effective harm reduction services
- Ability to work as a multi-disciplinary team member
- Ability to operate fax, photocopy, telephone and video conference equipment
- Ability to type and complete data entry with a high degree of accuracy
- Ability to multi-task and prioritize tasks
- Ability to work in a manner respectful of First Nations culture, values, and beliefs
- Ability to protect the personal information of clients and maintain high degree of confidentiality, privacy and security
- Ability to act professionally and work with minimal supervision



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- Ability to work flexible hours as required
- Knowledge of First Nation Child Welfare priorities an asset
- Knowledge of Indigenous culture and language an asset
- Knowledge of program reporting including budgets
- Knowledge of court documents
- Willingness to undertake continuing training and education

Application Deadlines:

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

Closing October 6, 2023 - 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 October 13, 2023 - 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 October 20, 2023 - 3rd Round

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

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.

Are you a member of NFN? If so, please read below:

- ✓ *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.*

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