



EMPLOYMENT OPPORTUNITY

Program Assistant Home & Community Care

Department: Health Services
Posting Date: February 21, 2025
Location: Nipissing First Nation, ON
Schedule: Standard Work Week/35hrs
Job type: Permanent – Full Time
Vacancies: 1
New or Existing Position: Existing
Reports To: Manager, Home and Community Care
Starting Salary: \$ 40, 768.00

The Program Assistant supports the Home and Community Care (HCC) Program, focusing on client and staff scheduling to ensure efficient service delivery. This role requires strong organizational and time management skills to coordinate schedules that align with client care plans, travel time, service type, and program eligibility. The Program Assistant also assists with office operations for Community Support Services, Assisted Living, Homemakers Nurses Services Act (HSNA), and Ontario First Nations Home and Community Care.

What you'll do in the role

- Serve as the first point of contact by answering calls, directing inquiries, and welcoming clients and visitors.
- Coordinate meetings and training, including preparing agendas, recording, and distributing minutes.
- Maintain contact lists for HCC staff, clients, and caregivers.
- Manage office and medical supplies, ensuring necessary inventory levels.
- Prepare and update staff and client schedules, ensuring alignment with care plans and service requirements.
- Communicate scheduling changes to staff and clients, including adjustments due to care plan updates, staffing levels, or emergencies (e.g., inclement weather, pandemics).
- Support intake processes, verifying client eligibility and completing required documentation.
- Track and coordinate client transportation requests and seasonal maintenance services.
- Oversee the Loan Cupboard Program, including inventory management and tracking loaned items.
- Enter and maintain accurate data for client intakes, staff schedules, and payroll processing.

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- Assist with program reporting, preparing monthly, quarterly, and annual documentation as needed.
- Support general administrative tasks, including preparing memos, reports, and other program communications.

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.
- Casual dress
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Better than average vacation and leave packages
- A defined contribution pension plan

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have a Diploma in Office Administration from a recognized post-secondary institution, or relevant education in health or social services with at least 3 years of recent office administration experience.
- Experience using digital systems and technology for client information management and office operations.
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle.
- Recent (within 3 months) Criminal Record and Vulnerable Sector Check.
- Must have or willingness to obtain the following:
 - Overdose Prevention Training (Naloxone)
 - Privacy and Security Training
 - Occupational Health & Safety Training
 - First Aid & CPR with AED
- Proficiency in Office 365 and client software solutions.
- Ability to operate and troubleshoot office equipment (fax, photocopy, telephone, etc.).
- Strong data entry and reporting skills with a high degree of accuracy.
- Strong organizational, time management, and communication skills.
- Ability to prioritize tasks and make decisions under pressure.
- Problem-solving and conflict resolution abilities.

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- Strong interpersonal skills for working with individuals, groups, and multidisciplinary teams.
- Ability to work professionally and independently with minimal supervision.
- High degree of confidentiality and professionalism in handling sensitive client information.
- Commitment to ongoing training and professional development.
- Knowledge of First Nations health priorities and mental wellness is an asset.
- Willingness to work flexible hours as required.

APPLICATION DEADLINES:

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

Closing March 7th, 2025 - 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 March 14th, 2025 - 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 March 21st, 2025 - 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.*



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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.