



<b>POSITION TITLE:</b>	TEAM ADMINISTRATIVE ASSISTANT
<b>DEPARTMENT:</b>	FRONT LINE SERVICES
<b>REPORTS TO:</b>	SUPERVISOR
<b>CLASSIFICATION:</b>	FULL TIME CONTRACT (UNTIL DECEMBER 2025)
<b>FULL SALARY RANGE:</b>	\$50,006.18 TO \$65,963.20*
<b>LOCATION:</b>	PETERBOROUGH, ON (HIAWATHA PERMANENT)
<b>POSTING DATE:</b>	SEPTEMBER 24 <sup>TH</sup> , 2024
<b>CLOSING DATE:</b>	OCTOBER 14 <sup>TH</sup> , 2024

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

We seek to support our families in the way they deserve, with care and authenticity, and by recognizing and respecting spirit. We form a wholistic, inclusive and nonjudgmental circle of care with our children at the centre.

### **PURPOSE OF THE POSITION**

Reporting to the assigned supervisor, the Team Administrative Assistant is responsible for providing administrative and technical support services to the service team or teams to which they are assigned. The Team Administrative Assistant will also provide support to ensure that administrative systems are functioning effectively and efficiently in support of smooth implementation of Dnaagdawenmag Binnoojiiyag services for staff, clients, visitors, and the public at large. The Team Administrative Assistant will also be responsible for clerical and reception duties as required.

### **RESPONSIBILITIES**

#### **Administrative and Technical Support Duties:**

- Assist with establishing and maintaining computerized and manual filing systems as required.
- Assist with the collation and maintenance of computerized monthly attendance records and other computerized documents.
- Assist with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions and year-end reports.
- Assist with the maintenance of an inventory list and maintenance of equipment, furnishings, and supplies.
- Perform reception duties, greet visitors, ascertain nature of business; assist with troubleshooting problems; refer to appropriate person, department; assist with necessary forms, paperwork, letters; follow-up for resolution; escalate non-routine requests to Executive Director or other Senior Manager (or in branch locations to the



Supervisor assigned to that office); ensure reception area is kept organized and neat, maintain the voice mail system, receive visitors, answer incoming calls, collect, and log incoming mail.

- Assist with preparations for groups/meetings, conferences.
- Run errands as required, orders office supplies, and maintains office equipment as needed.
- Prepare, key in, update, edit and proofread correspondence, requisitions, invoices, presentations, brochures, publications, budget spreadsheets, policies, reports and related material from electronic documents, and handwritten copy.
- Maintain petty cash fund.
- Provide filing, fax and photocopy support to staff as required.
- Liaise with other service providers as deemed appropriate.
- Prepare agendas, meeting packages, and minutes of meetings as requested.
- Coordinate, organize and confirm meetings, conferences, training sessions, travel arrangements, special events, as required.
- Provide in-house IT support as needed.
- Initiate a centralized and digitized document/record keeping system.
- Digitized Dnaagdawenmag Binnoojiiyag Child & Family Services historical documents.
- Assist with selection and maintenance of a database software system.

**Other Duties:**

- Performs other duties as assigned.

**POSITION REQUIREMENTS**

**Education and Experience Requirements:**

- College diploma in business administration or related field OR
- Minimum Grade 12 education with a minimum of five (5) years administrative support experience substantially like this position's responsibilities as listed.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

**Knowledge Requirements**

- Have knowledge of standard office procedures.
- Have extensive knowledge of computers and standard computer software programs (e.g. Excel, Word).
- Working knowledge of a multi-line phone system, office equipment: fax, photocopiers, shredder, scanners etc.
- Knowledgeable of Indigenous culture and values including awareness of the First Nation, Inuit, and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools



and the Sixties Scoop upon them is essential.

**Ability Requirements:**

- Effectively and efficiently use relevant computer software and other office equipment (e.g. copiers, scanners, etc.).
- Organizational routine office work.
- Communicate effectively with both other staff and clients of the Program.
- Work cooperatively with other staff, management and the Board of Directors.
- Relate effectively to community members.

**Mandatory Requirements:**

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.
- Must be willing to work flexible hours including weekends, evenings and holidays as required.

**WORKING CONDITIONS**

- You will be provided a working location with a hybrid work from home option available.
- Travel within the catchment area will be required from time to time.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and/or do not need to be conducted during evenings and weekends. We recognize however, that needs may need to be met outside of these hours from time to time. We have a flexible work policy where we aim to maintain an 8 hour daily schedule (inclusive of a 1 hr lunch) whenever possible. There may be occasions where your scheduled start and end time will vary outside of 8:30am-4:30pm or that you will need to work extra hours.

**STARTING SALARY RANGE**

- \$50,006.18 - \$59,571.40, depending on qualifications and experience.

\*PLEASE NOTE: The full salary range is the total earning potential for this position. Increases are awarded based on your annual performance review.

**TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 supervisory work related references)



Dnaagdawenmag Binnoojiiyag  
**Child & Family Services**

## EMPLOYMENT OPPORTUNITY

- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.