



**ADMINISTRATIVE ASSISTANT 184-21-1**  
**OGWADENI:DEO, SOCIAL SERVICES**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 27, 2021** for the Administrative Assistant with Ogwadei:deo, Social Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The Administrative Assistant reports to and works under the direction and supervision of the Manager of Services. The Administrative Assistant has the responsibility (as assigned by the immediate supervisor in consultation with management Staff and Team Leaders) for the provision of clerical support. The Administrative Assistant work within the policies and procedures established by Six Nations of the Grand River.

<b>Type</b>	Full Time
<b>Closing Date</b>	October 27, 2021
<b>Term:</b>	Permanent
<b>Hours of Work</b>	37.5 hours per week
<b>Wage</b>	TBD

**BASIC QUALIFICATIONS:**

- Must have a Post-Secondary Diploma in Business Administration plus 2-year experience or
- Must have an Office Management Diploma with combined 3-year work experience in a progressive office setting in particular Child Welfare or
- Must have a certificate in Business Administration plus 5 years of related work experience in a progressive office setting in particular Child Welfare
- Preference to experience in Foster Care Licensing Reviews, Crown Ward Reviews, Family Service Audits
- Must have accurate typing and proficiency in oral and written communication skills
- Must possess a valid Ontario class "G" driver's license
- Requires to be the principal driver of a vehicle for use on Pre-Designation/Designation business
- Must submit a favourable criminal reference check and vulnerable sector screening
- Will be Ogweho:weh in preference to other applicants
- Must be willing to work flexible hours in accordance to working environment

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Administrative Assistant – Full Time – 184-21-1**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

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# **ADMINISTRATIVE ASSISTANT**

## **Guiding Values for our Code of Practice**

- Ganigo'hi:yo/Ka'nikonhri:io (Good Mind)
- Adenidaohsra'/Onkwa'tenniten:ro (Compassion and Kindness)
- Dedwadadrihwanohkwa:k/Onkwatennitenrosera (Respecting one another)
- Degayenawa'ko:ngye/Tetewaterihwakwenyenhsthak (Working together)
- Dewagagenawako:ngye'/Tetewayenwakontye (Assisting one another)
- Esadatgehs/Enhsatatkenhse (Self-reflection on actions taken)
- Gaihwaedahgoh/Karihwayentahkwen (Taking responsibility)
- Gasgyao:nyok/Kahretsyaronhsera (Encouragement)
- Gasasdenhsra/Ka'shatstenhsera (Strength/supportive to one another)
- Drihwawaihsyo/Ka'nikonhratoken (Honest and moral conduct)
- Oihwadogehsra'/Yorihwato:ken (Being truthful and consistent)
- Sgeno/Sken:nen (Peaceful thoughts and Actions)

## **REPORTING RELATIONSHIP**

The Administrative Assistant reports to the Manager of Services (depending on assignment) and adheres to the guiding values of the Code of Practice.

## **PURPOSE AND SCOPE OF THE POSITIONS**

The Administrative Assistant has the responsibility (as assigned by the immediate supervisor in consultation with Management Staff and Team Leaders) for the provision of clerical support.

## **RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH**

- Records and distributes minutes of the Senior Management meetings
- Types, photocopies and faxes or emails letters, memoranda, reports and other documents as requested
- Uses desktop publishing software to draft information flyers/newsletters, etc.; and, upon approval, distributes as directed
- Developed a Sonics list of all Staff as directed by Executive Administrator
- Prepares Performance Evaluations for all staff as requested by Managers & Leaders

## **OGWADENI:DEO THE AGENCY**

- Assist Manager of Services duties pertaining to health & safety
- Assist when requested with Commission packages
- Signs for courier deliveries and logs, posts or couriers outgoing mail
- Makes travel and accommodation arrangements as requested
- Assists with ordering office supplies as needed
- Calls for service on office equipment as needed

## **HONEST AND MORAL CONDUCT**

- Any financial matters shall adhere to financial policies
- Assists with the maintenance of the inventory of office supplies

## **BEING TRUTHFUL AND CONSISTENT**

- Receives visitors and answers incoming calls in a friendly, courteous manner and directs enquiries and reports to the appropriate staff

## **ASSISTING ONE ANOTHER**

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- Performs other duties as assigned from time to time by the Manager of Services in consultation with Management Staff and Team Leaders

## **WORKING CONDITIONS**

This position can involve considerable mental and emotional stress, involving the management and supervision of a large team interacting directly with families experiencing highly sensitive issues and involving accountability for the expenditure of significant financial resources. It can also involve physically dangerous situations. The salary of the Administrative Assistant will include local travel/mileage and will also include travel to other Ojibwa sites of work.

## **STRENGTH/SUPPORTIVE TO ONE ANOTHER**

With the Ojibwa Manager of Services:

Takes direction from and works closely with the Manager of Services on a day-to-day basis in supporting the Manager of Services in fulfilling his/her obligations to the Director, Community Commission, the Six Nations Community and aboriginal families residing in the negotiated geographical jurisdiction

With Other Ojibwa Program Managers, Supervisors and Staff:

Provides information and assistance, and works in a cooperative and courteous manner in support of the Ojibwa in ensuring mutually-served clients receive the best possible, coordinated service

With The Community:

Acts as a role model and represents and promotes the Ojibwa Program in a courteous, cooperative and professional manner

With the Ministry of Child and Community Services (MCCS):

Acts in a respectful manner in all communications with the Ministry to ensure compliance of Standards, particularly, crown ward file review, cyclical reviews, inquests and serious occurrence reporting.

## **SELF-REFLECTING ON ACTIONS TAKEN**

Errors in carrying out the responsibilities of the position could result in:

- Loss of credibility, trust and public confidence in the Ojibwa Program
- Harm or injury to employees or children/youth and their families
- Legal and/or financial liabilities

## **TAKING RESPONSIBILITY**

Works, as directed, within the parameters set out in the Ojibwa policies and procedures, and the parameters set out in such provincial legislation/regulations/policy guidelines as have been agreed to by the Ojibwa Community Commission.

## **QUALIFICATIONS**

### **Basic/Mandatory Requirements**

- Must have a Post-Secondary Diploma in Business Administration plus 2-year experience or
- Must have an Office Management Diploma with combined 3-year work experience in a progressive office setting in particular Child Welfare or
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- Will be Ojibwe in preference to other applicants
- Must be willing to work flexible hours in accordance to working environment

### **Knowledge Requirements**

- Must have working knowledge of a multi-line phone system
- Must have working knowledge of the use of office machines: fax, photocopier, shredder, etc.
- Must have a solid background in basic computer use, with specific knowledge of Microsoft Word/Excel/Power Point, case management software and desktop publishing software, email, and Internet use for booking travel, courier service and purchasing supplies
- Must be thoroughly familiar with the relevant provincial legislation, regulations and guidelines
- Must be knowledgeable respecting Six Nations' cultures and of the cultures of families of other First Nations who reside in the designated service delivery area

### **Ability Requirements**

- Must have the ability to work cooperatively with other staff and management
- Must have the ability to relate effectively to community members
- Must have excellent interpersonal skills
- Must have strong conflict resolution and problem solving skills
- Must have the ability to work with minimal direction

### **DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Ojibwe reserve the right to modify job duties or the job description at any time.

### **SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

*Ojibwe is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Ojibwe Code of Practice.*

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