



ADMINISTRATIVE ASSISTANT – 050-24-3
Iroquois Lodge, Health 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, **March 27, 2024**, for the **Administrative Assistant with Iroquois Lodge, Health 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 website. Online applications are 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 Iroquois Lodge Administrator

To assist Iroquois Lodge Supervisors, Staff and the Administrator in the performance of their statutory and administrative duties as related to Iroquois Lodge within the policies and procedures established by the Six Nations of the Grand River for Six Nations Health Services.

To perform administrative, general office and clerical duties.

Type	Full Time
Closing Date	March 27, 2024
Hours of Work	35 hours weekly
Wage	\$25.44/hour

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

Post-secondary graduate in Business Administration and 1 year work related experience **or** Secondary School Graduate (or equivalent) and 2 years' work-related experience.

Must have high level of computer skills and excellent working knowledge of software applications including Microsoft Office and experience with an integrated accounting application program such as ACCPAC. Must have a Criminal Record Check. Must be bondable.

- Minimum keyboard speed of 40 wpm
- Ability to work with minimal supervision – self-motivated.

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.

- Excellent written and oral communication skills and the ability to excel at detail, multi-tasking and working under pressure.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.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 includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify 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 Eniola Owoso, Human Resources Business Partner at 519-445-2223 ext. 5716 or via email at HRBP3@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 qualify you for this position.
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 - 050-24-3
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



ADMINISTRATIVE ASSISTANT IROQUOIS LODGE

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Iroquois Lodge Administrator

PURPOSE & SCOPE OF THE POSITION:

To assist Iroquois Lodge Supervisors, Staff and the Administrator in the performance of their statutory and administrative duties as related to Iroquois Lodge within the policies and procedures established by the Six Nations of the Grand River for Six Nations Health Services.

To perform administrative, general office and clerical duties.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL

- Maintains waiting list of all grant, loan and rental applications.
- Pick up mail at the Administration Building and Post Office on a daily basis.
- Maintains and updates filing system.
- Analyzes incoming and outgoing memoranda, submissions, reports, and prepares and coordinates the preparation and submission of summary briefs and reports to the Administrator.
- Prepares agendas and organizes scheduled meetings.
- Records & distributes meeting agenda and minutes.
- Ensures there is a timely flow of information amongst program staff. Types and distributes correspondence, minutes, letters, memos and dictation.
- Provides the lead role in technical and administrative support to visiting specialists.
- Assist with events planning as assigned.

2. ADMINISTRATIVE

- Maintain and update time summaries for all Iroquois Lodge staff;
- Ensure timesheets are authorized and submitted in a timely manner;
- Types and proofreads correspondence, reports, invoices, forms and other

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documents;

- Provide clerical support to the Administrator, Office Manager and Director of Care;
- Use of office equipment, copier, fax machine, scanner and paper shredder.
- Records all client contacts in files adhering to SNHS documentation policies. Types, files, distributes photocopies and faxes/emails written materials necessary to maintain files.
- Maintains staff attendance record files. Updates and distributes quarterly attendance summaries.
- Assist the Administrator and Office Manager in reviewing all budgets, financial statements, reports and studies in support of the delivery of services and programs of Iroquois Lodge.
- Maintains inventories of supplies, equipment and materials and secures replacements when required as per policy and budget guidelines.
- Ensures a high degree of professionalism in planning activities such as meetings, taking of minutes and follow-up activities related to meetings.
- Reviews, summarizes and researches current issues as directed.

3. COMMUNICATIONS

- Effective liaison with the Administrator, Director of Care and Office Manager;
- Communicate and be available to receive and provide information to other staff members of Iroquois Lodge;
- Develop clear, concise, accurate correspondence when transferring information;
- Send, receive messages and documents using fax machine and electronic mail.

4. OTHER FUNCTIONS

- Perform back-up duties for the Ward Clerk on a daily basis during lunch break and during scheduled and unscheduled leave;
- Perform other related duties as assigned by the Administrator.

WORKING CONDITIONS:

Normal workstation is located at Iroquois Lodge and has daily contact with the general public. Must maintain a high level of confidentiality and accuracy. Subject to deadlines and interruptions.

WORKING RELATIONSHIPS:

With the Administrator and Office Manager:

Receives direction, guidance and encouragement.

With Iroquois Lodge Staff:

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Courtesy, cooperation and teamwork with all staff.

With the public:

Requires regular interaction with the public. Represents and promotes Six Nations Health Services and Iroquois Lodge in a courteous, positive, and cooperative manner. Provides information, direction, and assistance, and must maintain a friendly, cheerful, courteous, and cooperative disposition while maintaining tact, discretion, diplomacy, and confidentiality

KNOWLEDGE AND SKILLS:

Minimum Requirements

Post-secondary graduate in Business Administration and 1 year work related experience **or** Secondary School Graduate (or equivalent) and 2 years' work-related experience.

Must have high level of computer skills and excellent working knowledge of software applications including Microsoft Office and experience with an integrated accounting application program such as ACCPAC. Must have a Criminal Record Check. Must be bondable.

Other Preferred Qualifications

- Minimum keyboard speed of 40 wpm
- Ability to work with minimal supervision – self-motivated.
- Excellent written and oral communication skills and the ability to excel at detail, multi-tasking and working under pressure.

IMPACT OF ERROR:

Errors could lead to duplication, confusion and breakdown within staff. Errors in judgment and in conduct of duties could lead to poor relations and misinformation to the public, other staff or departments.

CONTROL:

Guiding principles set by the Director of health and Six Nations of the Grand River.

Works within the administrative policies and procedures established for Six Nations Health Services and Iroquois Lodge by Six Nations of the Grand River.