**COUCHICHING FIRST NATION**



**EMPLOYMENT OPPORTUNITY**

# **Prevention Program Administrative AssistantCouchiching First Nation**

The Couchiching Prevention Services Program is funded under the First Nation Child and Family Services Program and is part of a continuum of care based on the needs of the First Nations children, youth, young adults and families. The Couchiching Prevention Services program supports the safety and well-being of Couchiching’s First Nation children, youth, young adults, families and communities in a manner that is culturally appropriate, in their best interests, and in accordance with substantive equality.

**POSITION SUMMARY:** Reporting to the Prevention Manager, the Administrative Assistant is responsible for providing day to day administrative support to the overall Prevention Program. This includes supporting the team of the project as well as the advisory committee and external partners.

The Administrative Assistant will be responsible for:

* assist in providing flexible (day, evening, and weekend) timely and culturally sensitive activities
* provide Prevention Program Team with administrative support
* Maintain current client information, provide accurate updates in case management files and track data using the Client Tracking Database system provided
* assist in scheduling team meetings, programs and services for children and families
* liaise and create database of resources, programs and services within the Couchiching area for families and children to access
* maintain strict confidentiality and security protocols to protect client information

Applicants must meet the following criteria:

* Grade 12 and/or diploma and/or certificate in administration
* Minimum of two years’ experience in administrative duties,
* Other combinations of education and other social services related experience
* Knowledge of the Child Welfare Programs program would an asset, but willing train
* Demonstrated knowledge of collateral services/community resources and how to access
* Working knowledge of computer programs, such as Microsoft office applications, database systems
* Good time management and organizational skills
* Have a valid driver’s license, access to a vehicle and willing to travel
* Awareness of Couchiching First Nation traditions, history a definite asset

**Deadline: Open until filled.**

## **How to Apply:**

Applicants should include their resume, cover letter and 3 references. References must include three employment-related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** **recruitment@couchiching.ca**



**Postal mail, or in person at:**

Human Resources: Couchiching First Nation

RMB 2027, RR2, Fort Frances, Ontario P9A 3M3

*All suitable, qualified Couchiching Band members shall be given first preference.*

*While we appreciate all who apply, only those selected for an interview will be contacted.*

*All late applications will be returned unopened. All incomplete applications will be returned to the applicant. CFN welcomes applicants from people with disabilities. Accommodations are available upon request. for candidates taking part in all aspects of the selection process.*