



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

JOB POSTING

NCW Receptionist-Clerk (Band Member Preferred)

Program:	NCW Receptionist-Clerk
Reports To:	Native Child Welfare Family Services Supervisor
Term of Employment:	Permanent Full Time
Wage:	\$14.00
Hours of Work:	37.5 hours/week – occasional after-hours and weekends

The Receptionist-Clerk is responsible for daily office administration, including bookkeeping, and for providing reception duties, and clerical/administrative support to Native Child Welfare staff, Committee and Council.

MINIMUM QUALIFICATIONS

- Three years receptionist and office experience
- Demonstrated knowledge of computer programs and applications
- Excellent written and verbal communication skills
- General bookkeeping an asset
- Ability to take meeting minutes

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Ability to work as a team member with good interpersonal relationship skills.
- Ability to work with minimum supervision.
- Ability to maintain a professional code of ethics.
- Ability to maintain confidentiality.
- Ability to demonstrate non-judgment and care to NCW clients.
- Knowledge and understanding of Aboriginal community dynamics.
- Must maintain a healthy lifestyle and be a positive role model.
- Must hold a valid Ontario Driver's License.
- Police and CAS clearances required.
- Knowledge of Child Welfare procedures.
- First Aide/CPR an asset.

CLOSING DATE: Friday, March 30, 2018 at 4 p.m. **Late application will not be considered.** Band members and persons of aboriginal heritage are encouraged to apply. Forward cover letter and resume to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. Fax (519) 534-2130. E-mail employment@nawash.ca. Further information or a copy of the position description is available by visiting the Native Child Welfare office or by calling (519) 534-3818.

All Applications Are Appreciated However Only Those Selected For An Interview Will Be Contacted



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JOB DESCRIPTION

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RESPONSIBILITIES

A) FINANCIAL

1. Completes the weekly Bills for Payment submission and maintain account ledgers
2. Creates and ensures invoices are recorded and promptly submitted to the Band Office for payment.
2. Assists with bookkeeping and monthly financial reports; up to date and complete.
3. Assist in the preparation of annual service plan and budgets, and other financial reports.
4. Responsible for maintaining Native Child Welfare fund raising account.

B) ADMINISTRATION

1. Provides secretarial/reception/administrative support services for NCW program staff.
2. Ensures staff information boards and calendars are updated regularly.
3. Ensures all incoming and out-going mail is processed appropriately.
4. Receives, sends, records and forwards all facsimile transmissions.
5. Assists with program correspondence, memos, flyers, and reports.
6. Maintains program, financial, client and administrative filing systems and revise annually.
7. Monitors and orders all office supplies.
8. Maintain monthly van log and maintenance records; schedule maintenance appointments.
9. Maintain the Band Council Resolution (NCW) database.
- 10 Maintain NCW keys and key log

C) PROGRAM SUPPORT

1. Provide clerical services for the NCW staff and clients.
2. Provide clerical services for the Committee (recording minutes, photocopy, distributing information, preparation of Committee meetings – agendas, notices, etc).
3. Assists in Native Child Welfare fundraising activities.
4. Assists with annual program activities ie) Halloween, and Christmas parties, etc.
5. Assists in the co-ordination of all meetings, training, etc.
6. Monitor/record equipment and resource loans, and collection.

NCW Receptionist-Clerk

7. Maintain the NCW van and facility logs and bookings.
8. Ensures reception computer data is secured and backed-up on a weekly basis.

D) OTHER RESPONSIBILITIES

1. Ensures work area is kept tidy and orderly.
2. Ensures photocopy room and supply cabinets are stocked and organized.
3. Makes necessary service calls for office equipment maintenance, including computers, printers, fax and photocopier.
4. Must be willing to learn and take training to upgrade skills and knowledge.
5. Ability to apply health and safety policies/procedures.
6. Assist in the training and orientation of new staff, students and volunteers as needed.
7. Represents Native Child Welfare in community functions as required.
8. Share in the daily maintenance and operation of the program ie) Lawn maintenance, snow removal contracts, building maintenance, etc.
9. Assists and performs, within capacity, other duties as required.