



Employment Opportunity

RIGHT PATH - ADMINISTRATIVE ASSISTANT

Full Time with Benefits

The Administrative Assistant will undertake secretarial and administrative tasks on behalf of Giyak Moseng – The Right Path Counselling and Prevention Services, including the Culturally Based Community Withdrawal Management and the Wiidooktaadyang programs. The ideal candidate possesses excellent interpersonal and communication skills and understands the value of building client relationships within a cooperative team environment.

The Administrative Assistant will ensure efficient operation of the office, and provide reception support to callers and visitors. The Administrative Assistant will support team members through a variety of tasks related to organization of confidential files, program reporting and communications with Nipissing First Nation staff and external organizations. They will be responsible for managing confidential clinical files, time sensitive material, and handle multiple projects at one time.

The First Nations Mental Wellness Continuum Framework will form the foundation of services. The position will also support the Health Department in a way that upholds the Nipissing First Nation Gchi-Naaknigewin (Constitution).

QUALIFICATIONS:

- Must be a registered First Nation member or non-member spouse of a Nipissing First Nation member.
- College diploma in Office Administration, Medical Office Administration or Business Administration.
- Minimum 2 years' recent and relevant experience in an office setting.
- Experience with electronic medical records software.
- Demonstrate initiative, critical thinking and the ability to prioritize work.
- Demonstrate computer literacy and proficiency in computer applications such as: Windows, Microsoft Office Suite and internet applications.
- High level of proficiency and accuracy in clerical tasks including data entry, keyboarding, proofreading of notes, filing systems, documentation.
- Working knowledge of office equipment such as phones, printers, fax machines and video conference equipment.
- Applied Suicide Intervention Skills Training (ASIST) and Overdose Prevention training (Naloxone), or willingness to obtain upon employment.
- Proof of completion or willingness to complete privacy training.
- Proof of completion or willingness to complete occupational health and safety training.
- Current First Aid and CPR with AED or willingness to obtain upon employment.
- A valid Ontario Class "G" Driver's Licence and access to a reliable personal vehicle.
- A recent (within 3 months) Criminal/Police Records Check.

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Right Path Admin Assistant

Full-Time with Benefits

DUTIES:

- Manage schedules and appointments for The Right Path including initial assessments and follow ups;
- Complete reminder calls for client appointments, or in the event of no-shows;
- Screen and direct phone calls as appropriate from clients, external agencies, NFN management or leadership;
- Respond to and appropriately prioritize walk-ins from community and crisis calls;
- Respond to questions, information requests regarding The Right Path or redirect inquiries to external agencies;
- Coordinate client transportation where required;
- Coordinate meetings, record and distribute minutes as required;
- File management, such as keeping electronic client files up to date, medical notes, assessments and other relevant client documentation; opening new files; filing closed charts, sending out form letters;
- Reconcile and prepare for signature travel and training expense reports from The Right Path team;
- Develop and create flyers, pamphlets, and forms;
- Prepare and distribute documents, forms or other communications as required;
- Participate in quality assurance and maintain or update The Right Path policies;
- Order office and program supplies with attention to budget;
- Ensure that all team members have access to program materials;
- Develop and maintain an inventory and logging system for all equipment;
- Collect information and prepare accurate activity and financial reports for submission as required by agreement and/or employer with attention to deadlines; and;
- Collaborate with health department Administrative Assistants to develop and support the running of an efficient office.

The successful candidate must provide a current Criminal/Police Records Check and Vulnerable Sector Check prior to employment.

CLOSING DATE: Qualified individuals are invited to submit a cover letter and resume no later than **Friday, April 16th, 2021 at 4:30 p.m.** to:

Human Resources Department
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities per Section 24(1) (a) OHRC