

Job Description/ Employment Opportunity



POSITION: F/T Jordan's Principle Administrative Assistant
REPORTING TO: Jordan's Principle Coordinator

Position Summary:

We are seeking a dedicated and organized individual to join our team as a Jordan's Principle Administrative Assistant. The Administrative Assistant will work with the Jordan's Principle service coordinators, intake worker and other team members to provide enhanced service coordination to children and families from Muskoday First Nation. The Jordan's Principle aims to ensure equitable access to services for First Nations children, covering health, social, and educational needs. As an administrative assistant, you will play a crucial role in supporting the efficient functioning of Jordan's Principle related activities within our organization. Your responsibilities will include administrative tasks, coordination, data entry and communication to ensure smooth operations and effective implementation of the Jordan's Principle in a family-centered care approach.

Duties & Responsibilities (Including but not limited to):

- Provide administrative support to Jordan's Principle coordinators and team members.
- Assist in the organization and maintenance of Jordan's Principle related documentation including records, reports and correspondence.
- Coordinate meetings, conferences, and events related to Jordan's Principle initiative including scheduling, logistics and communication.
- Facilitate communication between various stakeholders involved in Jordan's Principle services including First Nation Communities, government agencies, health care providers and other partners.
- Assist in the compilation and analysis of data related to Jordan's Principle services ensuring accuracy and completeness.
- Help in the preparation of presentations, reports and other materials related to Jordan's Principle activities.
- Maintain confidentiality and sensitivity when handling information related to First Nation children and families.
- Stay updated on relevant policies, regulations, and developments related to the Jordan's Principle and Indigenous child welfare.
- Collaborate with team members to identify areas for improvement and contribute to the enhancement of Jordan's Principle services.

- Building good rapport with families involved with Jordan's Principle application process.
- Perform other duties as assigned to support the goals and objectives of the organization's Jordan's Principle initiatives.

Qualifications:

- High School diploma or equivalent; additional education or training in administration or a related field is preferred.
- Previous experience in administrative support roles, preferably in a health care, social services, or Indigenous community setting.
- Knowledge of the Jordan's Principle and its significance in ensuring equitable access to services for First Nation's children is highly desirable.
- Excellent organizational skills with the ability to multitask and prioritize tasks effectively.
- Strong communication skills, both written and verbal with the ability to interact professionally with diverse stakeholders.
- Proficiency with Microsoft Suite (Word, Excel, Powerpoint, Outlook, etc.) and other relevant software applications.
- Ability to work independently with minimal supervision as well as collaboratively with other team members.
- Cultural competence and sensitivity to the needs and experiences of Indigenous communities and children.
- Attention to detail and accuracy in data management and documentation.
- Flexibility and adaptability to respond to changing priorities and deadlines.
- Valid class 5 drivers license would be an asset.
- A successful CPIC (Criminal records check with vulnerable sector.)

Job Type:

Permanent Full-Time @37.5 hours/week

Salary:

Yearly wage: \$42,900.00 - \$46,800.00

How to APPLY:

Deadline for applications: April 26th, 2024

Please apply through EMAIL in confidence with cover letter, resume and three references to:

Ernie Dreaver, Human Resources Officer
resume@muskodayfn.ca
Mail: PO Box 99 Muskoday, SK. S0J 3H0
Fax: (306) 764-7272

❖ Muskoday First Nation appreciates the interest of all applicants; however only those selected for an interview will be contacted.