

Job Description



File Clerk/Program Support Short Term Contract 37.5 Hours/Week

Purpose:

The File Clerk/Program Support Worker is a split position, the successful applicant will contribute as a member of the Circle of Care Team by providing administrative support to the programming operations of the Health and Social Service Centre.

The File Clerk/Program Support Worker will assist the

Health and Social Services Team Members to coordinate and laise workflow between departments and client services, providing a complete range of administrative, planning and coordination support for the program. As well as assisting to implement safe and culturally relevant programming to Thessalon First Nation Community Members.

Accountability:

The position will be directly accountable to the Director of Health and Social Services and ultimately to the Thessalon First Nation Chief and Council.

Responsibilities:

- Primarily responsible for coordinating, assisting, planning and supporting events in the community
- Assist the Circle of Care Team with records, case notes, administrative functions.
- Assist in the coordination of logistics for events such as; meeting space, refreshments, advertisement, requests for purchase, purchase orders, cheque requisitions, accommodations and information technology requirements
- Assist with developing, maintaining and establishing resources for community-based programming
- Maintain a calendar of events, respond to requests for attendance at events
- Maintain and present a positive and professional image
- Follow reporting protocols as outlined in service agreements
- Ensure confidentiality and safekeeping of all documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Coordinate travel accommodations, travel claims and honorariums as required
- Prepare and submit monthly reports, attendance records and travel expense claims
- Liaise with external partners and program staff to ensure an ease of workflow
- Other duties as assigned

Qualifications:

- Post-secondary diploma or degree in office or business administration or a combination of High school diploma with 3 years of experience within social services setting an asset.
- Thorough knowledge of and proficiency in office administrative practices and procedures
- Familiarity with various reporting templates and processes
- Demonstrated ability to be flexible, possess excellent organizational skills, be a self-starter, work independently and be a team player
- Knowledge and proficiency in the use of computers, database, computer graphics, accounting software packages, EMR experience required.
- Good communication and interpersonal skills
- Attention to detail and conscientiousness
- Criminal record check must be completed
- A valid class G driver's license and access to a reliable vehicle is preferred but not required.

How to apply:

Interested candidates can submit resumes no later than September 8, 2020 at 4:00 pm in person or via email to:

Brandie Ferneyhough
Health and Social Services Director
Thessalon First Nation Health and Social Services Centre
35 Sugarbush Road
Thessalon First Nation, ON P0R 1L0
Fax: 705-842-0282
Via email: bferneyhough.tfn@vianet.ca

*Thessalon First Nation gives preference to Band Members and First Nation Applications. Only qualified applicants will be contacted for an interview.