



KINA Gbezhgomi Child and Family Services
Location: Sudbury

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and communities' inherent authority to care for their children based on unity, traditions, values, beliefs and customs.

We invite applications consisting of a resume detailing education, work experience, cultural participation and volunteerism for the position of:

(2) TEAM ASSISTANT POSITIONS

LOCATION: SUDBURY

The Team Assistant works under the supervision of Services Supervisor. Team assistants help with administrative duties that require a high degree of self-motivation and independent work skills. Responsibilities include answering phones, preparing documents and records management including electronic files. Promptness, effective communication skills and attention to detail are integral job requirements. The ideal candidate will possess skills and experience in records maintenance, data management and job specified deliverables. The Team assistant will take and compile notes during Team meetings. Team Assistants are part of a multi-functional Team where members are expected to possess knowledge, respect, and sensitivity of the Anishinaabe culture. The Candidate will be part of a Team expected to be committed to helping First Nation families strengthen and achieve a healthy level of well-being.

QUALIFICATIONS:

- Must possess Business Administration Diploma or a related field of study from an accredited college.
- Minimum of 3 years' experience in a similar position within a First Nations social service agency.
- Must possess excellent communication, organizational and problem-solving skills.
- Knowledge of the *Child and Family Services Act*, Child Protection Standards, Ministry of Children and Youth Services Regulations, Guidelines and Policy Directives.
- Must have working knowledge of computer equipment and programs (e.g. Microsoft Office programs, Windows operating systems, etc.) and other office equipment.
- Firm understanding of the functioning and dynamics of Anishinaabe families and childcare principles.
- Must possess knowledge, respect and sensitivity to Anishinaabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being.
- Ability to speak Anishinabemowin is a definite asset or must have the willingness to learn.
- Must be willing to participate in the activities, events and circles for the acquisition of cultural competence.

DEADLINE: OPEN RECRUITMENT

UNTIL POSITIONS HAVE BEEN FILLED

Applicants are encouraged to visit our website at www.kgcs.org/employment to review the full job description. KGCFS offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "Confidential –Team Assistant – Sudbury". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers.

Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted and in the following order of preference: by email, fax or in person, at

Human Resources – Confidential
TEAM ASSISTANT – Sudbury
Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0
Fax: (705) 859-2195
Email: hr@kgcs.org

KGCFS services is based on a highly specialized approach to the delivery of child welfare in our area. Preference will be given to Anishinaabe Candidates (please self-identify).

Miigwetch for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidate will be required to submit the following: satisfactory Criminal Reference Check (within 3 months of application date), Vulnerable Sector Check and Driver's Abstract.