


## TEAM ASSISTANT JOB DESCRIPTION

	Department	Services
	Immediate Supervisor	Services Supervisor
	Location	Manitoulin Island or Sudbury
	Salary Range	In accordance with Salary Scale

**Kina Gbezhgomi Child and Family Services (KGCFS)** proclaims that we are an Anishinabek Agency servicing Anishinabek people to ensure services are delivered by honoring the Anishinabek way of life. KGCFS is derived from the overall cultural context of the Anishinabe people. Other conventional child welfare services or approaches may be used and added to supplement the Anishinabe cultural core of the agency. KGCFS believes that child welfare services outside the Anishinabe cultural core are secondary to the primary Anishinabe cultural core and that child welfare services that are responsive to the cultural circumstances of the Anishinabe client population take priority. KGCFS will be culturally grounded in its Anishinabe foundation, beliefs, and practices and will be culturally responsive in its delivery of service while striving to educate, retain, and protect traditional Anishinabe practices.

### OVERVIEW

Under the direction of the Services Supervisor, the Team Assistant works and is responsible for the duties as outlined herein.

### DUTIES

- Work collaboratively with all agency staff, the biological parent(s) and caregiver(s), extended family, and the member First Nations as required within your respective position of service.
- Create an anti-oppressive work environment while modeling respect, and professionalism, and act as a positive role model with integrity.
- Will complete a Historical Awareness / Self-Assessment and develop an Individual Wholistic Wellness Plan including Competency Based Assessment Tools to develop a Cultural Training Plan and passport with the intent to monitor wellness and enhance and measure cultural congruencies.

- Will actively participate in agency-sponsored cultural training, staff development and educational opportunities, cultural activities, events, and ceremonies with the intent to enhance cultural congruencies.
- Maintain inventory, reports, and a file system to comply with Kina Gbezhgomi Child and Family Services and Ministry Standards.
- Respond to general inquiries; receive, forward, and distribute telephone/facsimile messages appropriately.
- Complete, review, and distribute correspondence and communications for the Service and Administrative team(s) as required.
- Coordinate the monthly service team and after-hours coverage schedules and communicate coverage to the after-hours services and service teams.
- Maintain accurate tracking and reporting of departmental statistical data.
- Complete timely service team filing and updating of audit and agency checklists.
- Complete administrative requirements as deemed required for Agency and Ministry audits, along with reporting on recommendations.
- Complete Serious Occurrence reporting requirements in relation to forwarding reports, monitoring, and tracking.
- Assist in opening and closing the facility at the beginning and the end of each day.
- Provide telephone coverage on a rotational basis with other Team Assistants as required.
- Complete administration requirements for opening new Client files, closing new files along required scanning of all Client file information.
- Complete weekly and monthly departmental statistics; maintain records and produce program reports as required.
- Work effectively with multiple co-workers, balance and prioritize multiple requests.
- Keep informed of Chief and Council directives, Provincial legislation, agency policies, and procedures.
- Participate constructively as a team member in staff meetings, seminars, and training sessions as required by the Services Supervisor.
- Perform other duties as required by the Services Supervisor.

## **QUALIFICATIONS:**

### **Education**

- Must possess a 2-year business-related Diploma from an accredited college and/or other diploma in a discipline deemed appropriate for the position; and,
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### **Experience**

- Experience in working within an Anishinabe Child and Family Well-Being Services is preferred or proven experience in working with Anishinabek people.
- An individual of Anishinaabe ancestry is preferred with a genuine understanding and lived experiences of Anishinaabe worldviews, traditions, customs, and practices.

### **Conditions of Employment**

- Provide a clear Police Records Check and/or Vulnerable Sector Screening Check (As determined by the police department).
- Possess a valid standard First Aid/CPR certificate or be willing to obtain one.
- Have a class 'G' Ontario Driver's License, an acceptable driver's Abstract, access to a reliable vehicle, and be able to travel. A requirement of \$1M Liability Insurance is required if you transport clients
- May be exposed to potentially hazardous environments this may include driving conditions and volatile situations.
- Willing to carry an agency cell phone, and IT equipment, and drive an agency vehicle as needed.
- Can sit/stand for an extended period in front of a computer.
- While performing the duties of this job, the position will typically be within an office setting both on and off-site from the assigned office location.
- Work a standard work week of 35 hours per week, however, the ability to work flexible hours may be required.

### **SKILLS, KNOWLEDGE, & ABILITIES**

- The ability to communicate effectively with the public and colleagues in a pleasant, courteous, and professional manner at any time.
- Knowledge of the Child and Family Services Act, Child Protection Standards, Ministry of Children and Youth Services Regulations, Guidelines, and Policy Directives.
- Firm understanding of the functioning and dynamics of Anishinaabe families and childcare principles.
- Working knowledge of the administrative structure and operations of the Agency including the service delivery model, policies, procedures, and guidelines.
- Working knowledge of preparation of comprehensive narrative and statistical reports regarding Child and Family Services delivery.
- Ability to establish and maintain purposeful relationships within the service teams, collateral organizations, and service providers.
- Must possess excellent communication, organizational, and problem-solving skills.
- Ability to maintain confidentiality.
- Ability to take direction and to work within the policies, procedures, guidelines, mission, philosophy, and core values of the Agency.
- Knowledge of computer equipment and programs (e.g. Microsoft Office programs, Windows operating systems, etc.) and other office equipment.
- Ability to flex daily work hours as determined by the Service Supervisor.
- The ability to speak the Anishinaabe language is a definite asset and/or willingness for continual learning. Preference will be given to applicants who can speak or write Ojibway, provided they have the skills, ability, and qualifications to do the job.

## **CULTURAL COMPONENTS**

- Possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping Anishinaabe families strengthen and achieve Mino Bimaadizowin (living the good life) through a healthy level of well-being.
- Expert knowledge of Anishinaabe history and oppression including colonization, government interventions including federal and provincial laws, jurisdictions, policies, and effects on Anishinabek.
- Strong commitment to helping Anishinaabe children and their families in ways that respect Anishinaabe cultural and spiritual healing practices.
- Proven expertise in the ability to perform with cultural safety, cultural sensitivity, and cultural humility with skill to encourage healing.
- Honour all children and youth who may be in transition equally and strive to provide the required support for Lesbian, Gay, Bisexual, Transgender, Queer, and 2-spirited individuals to achieve healthy self-esteem and life enrichment.

## **WORK ENVIRONMENT**

- Given the traditional practices of the Anishinabek, (from time to time) you may be exposed to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar which may occur within the work setting.
- Positions in the field of Anishinaabe Child Protection can be both mentally and emotionally challenging. The nature of KGCFS positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.
- The incumbent can expect there will be times they will encounter inclement weather conditions while driving.
- All employees are required to follow the KGCFS COVID-19 Policy.

## **PHYSICAL DEMANDS**

- Sufficient vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.
- Able to occasionally lift, up to 12 kg (25lbs) and operate related equipment.
- While performing the duties of this job, the "Position" will typically be in an indoor setting, the delivery of activities will most likely be held outdoors.

**NOTE:** This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

## ACKNOWLEDGEMENT OF RECEIPT

**I certify that I have read, understand, and agree to the responsibilities assigned to the position. I further understand that other duties may be assigned, or my role modified as necessary to meet changing needs of the organization.**

Employee's Signature	Print Name	Date (dd/mm/yy)

**I certify that this job description is an accurate description of the responsibilities assigned to the position at present. Management reserves the right to amend roles or duties as required.**

<b>Denise Morrow</b>		
Executive Director Signature	Print Name	Date (dd/mm/yy)