



WEECHI-IT-TE-WIN
Family Services Inc.

P.O. Box 812, Fort Frances, ON P9A 3N1 1-807-274-3201
1-807-274-4511
Fax 1-807-274-8435
Toll-Free 1-800-465-2911

**WEECHI-IT-TE-WIN FAMILY SERVICES
Invites Applicants for
Systems Supervisor Assistant**

GENERAL DESCRIPTION

The Systems Supervisor Assistant will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-It-Te-Win Family Services.

The Systems Supervisor Assistant will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues related to Native child welfare services. The Systems Supervisor Assistant will develop culturally competent practice skills that are congruent to the unique needs of the ten First Nations and to Weechi-It-Te-Win Family Services.

The Systems Supervisor Assistant is a full time, permanent, administrative position. The Systems Supervisor Assistant is responsible for systems support, routine maintenance of the corporation's computer hardware and software, backing up and archiving all documents and data files, maintaining the WFS Case Management Information System data base, and orienting staff to the use of computers and software.

QUALIFICATIONS

1. an understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremony, teachings, and a commitment to continue learning, participating, and advocating during any opportunity provided by the Agency or Community;
2. A Business Administrative certificate from an accredited community college with course work and practice in theory and use of microcomputers;
3. A minimum of three years of progressive experience in computer systems administration and training in a human service agency;
4. Working knowledge of IBM compatible /Apple Macintosh computers and peripherals including printers, modems, scanners, and storage medias;
5. Demonstrate the ability to operate DOS and Windows XP, Microsoft Word, Microsoft Excel, Frontline for Windows;



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6. Demonstrated ability to operate a Windows Servers;
7. Demonstrated ability to orient staff to day-to-day operating procedures in various software programs on IBM computers;
8. Demonstrated ability to communicate verbally and in writing on computer and software use and maintenance;
9. Ability to set up an Ethernet and network and install software on servers;
10. Demonstrated ability to prepare statistical reports and graphic representation of distribution trends in service and fiscal data by hand or on computer;
11. possess valid driver's license in good standing;

Applications must include all the following to be considered:

- ✓ Cover Letter – **Signed and Dated**
 - ✓ Resume
 - ✓ Three References (one must be employment related) along with written permission to contact references.
- Only those selected for an interview will be contacted.
 - Immediate Benefits and Pension
 - Complete job descriptions available upon request

Submit Application to:
Jackie DeBenedet
Human Resources Officer
jackie.debenedet@weechi.ca
P.O. Box 812
Fort Frances, ON P9A 3N1
Phone: 807-274-3201
Fax: 807-274-8435

DEADLINE TO SUBMIT APPLICATION:

March 21, 2023 , @ 4:00 p.m.

ADVERTISEMENT (S3).