

## **DEVELOPMENTAL SUPPORT SERVICES ADMINISTRATIVE ASSISTANT**

### **GENERAL DESCRIPTION**

The Administrative Assistant position is a full time, permanent position which 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 (WFS).

The Administrative 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 within Indigenous family services.

The Administrative Assistant will provide support to managers, other employees, and office visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.

### **RESPONSIBILITY**

The Administrative Assistant reports to the Developmental Support Services Manager of Weechi-it-te-win Family Services.

### **QUALIFICATIONS**

1. Ontario Secondary School Diploma (Grade 12) and specialized course work or training in general business practice and/or 3 years of experience in office administration;
2. Knowledge of and experience in traditional healing practices, and experience in working with Elders and Healers;
3. Excellent verbal and written communication skills
4. Demonstrated ability to establish and maintain a file system for program documents;
5. Ability to multi-task;
6. Must be highly efficient in the use of computers, word processing, excel, internet, email and Agency Management Software;
7. Ability to speak the Ojibway language is preferred;
8. Specialized training in trauma informed practices and culturally safe practices for early intervention and developmental services;
9. Demonstrated ability to prepare comprehensive narrative and statistical reports;
10. Knowledge of legislation around access and release of personal health information, confidentiality, and storage/safekeeping of client records.
11. Must possess a valid Driver's license; and be able to submit a driver's abstract

### **SALARY**

The salary range that applies to qualified candidates is from **\$63,106.80 - \$82,340.06**.

### **THREE STEP HIRING PROCESS:**

**Step 1(Internal)**-An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

**Step 2-** Members of 9 First Nation Partners – Please indicate on cover letter which community you are a member of.

**Step 3-** Open to the public

#### **Application must include:**

- ✓ Cover Letter – sign and dated
  - ✓ Resume
  - ✓ Three references (one must be employment related) along with written permission to contact references.
  - ✓ Indicate if you are a member of one of our nine affiliated First Nation partner communities.
- Applications submitted without all above required documentation will not be considered
  - Only those selected for an interview will be contacted
  - Complete job descriptions available upon request

#### **Submit Applications to:**

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065 Fax number: (807) 274-8435

[careers@weechi.ca](mailto:careers@weechi.ca)

### **DEADLINE TO SUBMIT APPLICATION:**

**Step 1(Internal)** and **Step 2(First Nation Partner Communities)** September 17, 2025 -12:00 p.m.

**Step 3 (General Public):** Open until filled. We will begin to take applications from the general public on September 17, 2025 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after September 26, 2025.