



Program Support Specialist - Clinical

GENERAL DESCRIPTION

The Program Support Specialist 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 Program Support Specialist will provide support to Nanaandawewenin Managers, Supervisors and Programs by handling a variety of tasks to ensure accountability of all Nanaandawewenin programs.

The Program Support Specialist is primarily responsible for administration of the electronic case management system used by Nanaandawewenin and Development Support Services Departments. The Program Support Specialist will confirm quality information within the system, will ensure quarterly reporting to funders, and provide due dates of case management requirements to each manager or supervisor. Furthermore, the Program Support Specialist is responsible for serious occurrence reporting procedures as well as any other regulatory actions required by funding sources of Nanaandawewenin programs.

RESPONSIBILITY

The Program Support Specialist reports to the Clinical Team Leader of Weechi-it-te-win Family Services.

QUALIFICATIONS

1. Ontario Secondary School Diploma (Grade 12).
2. Specialized course work or training in general business practice and/or 3 years' experience in office administration;
3. Has knowledge or experience in working with electronic case management systems.
4. Has excellent computer knowledge and is experienced with all Microsoft programs.

5. Knowledge of legislation around access and release of personal health information, confidentiality and storage/safekeeping of client records
6. Knowledge of and experience in traditional healing practices, and experience in working with Elders and Healers;
7. Excellent verbal and written communication skills
8. Ability to speak the Ojibway language is preferred;
9. Specialized training in trauma informed practices and culturally safe practices;
10. Demonstrated ability to prepare comprehensive narrative and statistical reports;
11. Must possess a valid Driver's license; and be able to submit a driver's abstract

CLASSIFICATION

The salary ranges from **\$69,029.02 to \$82,622.32**

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

DEADLINETOSUBMIT APPLICATION:

January 17, 2025, @ 4:00 p.m.

ADVERTISEMENT (S3).