



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

## **SENIOR PROGRAM SECRETARY**

### **GENERAL DESCRIPTION**

The Senior Program Secretary is a full-time, permanent, administrative position. The Program Secretary is responsible for administrative support for the First Nation Teams.

The Program Secretary 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 Program Secretary 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 Program Secretary 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 Program Secretary is responsible for bimonthly Childcare payments for our 9 First Nation Caregivers. Maintain government applications on behalf of our children in care. Maintenance of Education Savings plans for children in care. Care for the archival files in storage, including scanning and retrieving them as needed. Coverage of reception when required.

### **RESPONSIBILITY**

The Program Secretary reports to the Director of Administration.

### **Qualifications**

1. Post-secondary diploma in health, social services or administration, with two (2) years working experience in an administrative role. However, a combination of skills, education and experience may be considered
2. Have an understanding and appreciation of Anishinaabe cultural beliefs, values, teachings and a commitment to continue a learning process
3. The ability to speak the Anishinaabe language is an asset;
4. Knowledge of the administrative structure and operations of Weechi-it-te-win Family Services, First Nation family structure, and the values, beliefs, customs and traditional cultural practices of 9 First Nation communities.



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5. Experience in Frontline, and Microsoft 360 suite.
6. Have experience withing in a professional manner with banks and government agencies.
7. Respect for, sensitivity towards as well as knowledge and understanding of Anishinaabe culture, traditions, and the Seven Grandfather Teachings;
8. Must provide a Criminal Records Check deemed satisfactory by the employer;
9. Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel;

## CLASSIFICATION

The following salary schedule applies to qualified candidates.  
The salary ranges from \$56,854.42 to 74,049.65

### Application must include:

- ✓ Cover Letter – **signed and dated.**
- ✓ Resume
- ✓ Three references (one must be employment-related) along **with written permission** to contact references.
- **Applications submitted without** all the above required documentation **will not be considered.**
- Only those selected for an interview will be contacted.
- Complete job descriptions available upon request
- Weechi-it-te-win Family Services Inc. is an equal opportunity employer.

### Submit Applications to:

#### APPLICATION:

**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

### DEADLINE TO SUBMIT

**May 14 , 2025, @ 12:00 pm**

### INTERNAL

(S2/3)