

## **SENIOR PROGRAM SECRETARY**

### **GENERAL DESCRIPTION**

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

The Senior 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 Senior 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 Senior Program Secretary will develop culturally competent practice skills that are congruent to the unique needs of the eight First Nations and to Weechi-it-te-win Family Services.

The Senior Program Secretary is responsible for bimonthly Childcare payments for our 8 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.

### **RESPONSIBILITIES**

The Senior Program Secretary reports to the Director of Administrations.

### **PRIMARY 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. 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.
3. Experience in Frontline and Microsoft 360 suit.
4. Experience within a professional manner with banks and government agencies.
5. A minimum of 2 years experience in operating micro computer or word-processor in an office setting.
6. A minimum of 2 years experience in recording committee minutes and preparing correspondence and reports.
7. A minimum of 2 years experience in general office administration and procedures.
8. Demonstrated ability to establish and maintain a file system for program documents.
9. Demonstrated knowledge of English spelling grammar and composition.
10. Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel.
11. Knowledge of the social and political framework of First Nations communities, including their tribal and regional agencies and associations.
12. Knowledge of services available in First Nations communities and external institutions that impact on First Nations members.
13. Ability to speak Ojibway is an asset.



14. Knowledge of the administrative structure and operations of Weechi-it-te-win Family Services, the communities and family structure as well as the customs and traditions of the community.
15. Must provide a Criminal Records Check deemed satisfactory by the employer.

## **SECONDARY QUALIFICATIONS**

1. Ontario Secondary School Diploma (grade 12) or equivalent and specialized course work in general business practice, secretarial writing, typing and word processing.

## **SALARY**

The following salary schedule applies to qualified candidates or appointees; the Board may appoint less-qualified candidates at a reduced salary level.

**\$56, 854.42 - \$69, 756.44**

## **DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

## **THREE STEP HIRING PROCES**

**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 8 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 eight 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): April 29, 2026, 2025 -12:00 p.m.

**Step 3** (General Public): Open until filled. We will begin to take applications from the public on April 30, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after May 11, 2026.