

TELE-MENTAL HEALTH ADMINISTRATIVE ASSISTANT

DESCRIPTION

The Tele-Mental Health Administrative Assistant is a full-time, permanent administrative position. The Tele-Mental Health Administrative 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 Tele-Mental Health Administrative Assistant will provide assistance to the Tele-Mental Health Coordinator. It is the responsibility of the Tele-Mental Health Administrative Assistant to provide coverage for the Tele-Mental Health Coordinator.

The Tele-Mental Health Administrative Assistant shall be knowledgeable about the Ontario Telemedicine Network (OTN) and its equipment –how to set up, trouble shoot problems, multiple site usage, and ensure efficient pathways between sites and hubs.

RESPONSIBILITIES

The Tele-Mental Health Administrative Assistant reports to the Tele-Mental Health Services Coordinator.

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. Ontario Secondary School Diploma (Grade 12) or equivalent and specialized course work in general business practice, secretarial writing, typing and word processing.
3. Minimum of 2 years' experience in operating a microcomputer/laptop in an office setting.
4. Minimum of 2 years' experience in general office administration and procedures.
5. An ability to establish/maintain a filing system for clientele.
6. A demonstrating knowledge of English spelling, grammar, and composition.
7. Some experience in working with children/youth would be preferred.
8. The ability to speak Ojibwe is an asset.
9. Must possess a valid Ontario Driver's License and provide a driver's abstract.
10. Must submit a satisfactory vulnerable sector check as a condition of employment.
11. Must adhere to the highest level of confidentiality.



SALARY

\$50,122.56 - \$58,854.02

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 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 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

DEADLINE TO SUBMIT APPLICATION:

Step 1 (Internal) and Step 2 (First Nation Partner Communities): June 25, 2026 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the general public on June 25, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after July 2, 2026.