

MATAWA FIRST NATIONS MANAGEMENT



Job Description Health & Social Administrative Assistant

PURPOSE OF THE POSITION

Matawa First Nations Management is a Tribal Council with a membership of nine (9) First Nations communities of Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie. The Matawa First Nations Management provides technical and professional advisory services and programs to its member First Nations.

Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. The incumbent must be “fully vaccinated” against COVID-19 (*In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago*) and must provide Health Canada’s proof of vaccination (*vaccine receipt or enhanced vaccine certificate*).

The Matawa Health and Social Meno Biimadeswin oversees the management and administration of regionally funded programs and projects in collaboration with Matawa First Nation Communities.

The Health & Social Administrative Assistant is responsible for providing day-to-day administrative and clerical support to Health & Social Meno Biimadeswin Department Team.

SCOPE

The Health & Social Administrative Assistant works under the direction and supervision of Matawa’s Health & Social Meno Biimadeswin Director. The position provides general day-to-day administrative and clerical support to the Health & Social Meno Biimadeswin staff and may periodically be required to assist in client support services.

RESPONSIBILITIES

1. Provide general administrative and clerical support to Health & Social Meno Biimadeswin Staff.
 - Maintain an up-to-date community health and social services contact list; *Health Directors, Community Health Staff, etc.*
 - Coordinate and maintain up-to-date filing system
 - Maintain files, templates, meeting materials and resources
 - Take and relay messages and/or calls for program staff
 - As directed, acknowledge and prepares responses to inquiries and requests
 - Assist with orientation of new HSMB staff- *introduction to MFNM staff, office procedures, forms, purchasing process, etc.*
 - Assist in preparation of reports, correspondence, proposals and submissions- *typing and formatting, ensure proper forms are completed, mailing/faxing/ emailing, tracking addresses and contacts*
 - Prepare, complete and submit forms required for staff travel according to policy and procedures, including processing the electronic purchase requests
 - Maintain Quality Assurance Manual and materials as requested

2. Assist in arranging and organizing meetings or other events as organized and directed by the Health & Social Meno Biimadeswin Department staff
 - Contact and confirm delegates/participants
 - Prepare packages for staff and other participants
 - Prepare, complete and submit forms for travel according to policy and procedures
 - Prepare and complete travel form advances, expense claims and reimbursements
 - Arrange and coordinate logistics
 - Take notes and/or minutes as required
 - Ensure registration and evaluation forms are completed for training and/or workshops
 - Attend meetings as directed by supervisor

3. Assist in the administration and coordination of client services as directed.
 - Assist in the coordination of clients services as directed
 - Complete client documentation as required (client travel and consent forms)
 - Arrange logistics as required (*travel, accommodation, meals, etc.*)
 - Prepare, complete and submit required forms for client travel according to policy and procedures
 - Ensure client safety and maintain confidentiality of client information
 - Assist in obtaining client satisfaction surveys as requested
 - Assist in maintaining client files and statistics

4. Ensure effective administrative procedures and practices are applied within the organization
 - Adhere to Matawa First Nations Management Policy and Procedures
 - Prepare and complete monthly activity reports as required
 - Contribute and participate in the overall organizational development; *professional development, quality assurance/management, gatherings, etc.*
5. Perform other duties as required or requested that relate to administrative support.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Prefer diploma in Office Administration or related field
- Experience working in an administrative/clerical position
- Some knowledge in budgeting and financial accountability
- Fluency in Cree or Ojibway is a definite asset
- Good knowledge of Matawa First Nations communities
- Good knowledge of Health & Social services, providers/other organizations
- Strong understanding of First Nation communities' culture, traditions and practices

Skills

The incumbent must demonstrate and/or possess the following:

- Good secretarial, word processing, note taking, file management skills
- Excellent communication, oral and written skills
- Excellent interpersonal skills, organizational and planning skills
- Ability to plan and organize logistics for travel arrangements, purchase orders and adjustments in a timely organized manner

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Maintain strict confidentiality
- Maintain standards of conduct
- Demonstrate sound work ethics
- Be consistent, flexible, accountable, and transparent
- Cultural awareness and sensitivity
- Respectful, honesty and integrity
- Judgment and decision-making ability
- Initiative
- Attention to detail and accuracy
- Flexibility and punctuality

WORKING CONDITIONS

Physical Demands

- May have to lift, carry and manage equipment and supplies
- May have to work odd or long hours at a time to complete special requests or projects
- May have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

- May find the environment busy
- Manage all types of stressful calls
- May travel in all types of weather conditions
- May have to manage a large number of people and projects at one time

Sensory Demands

- Will spend long hours using a computer and may experience eye strain and occasional headaches.

Mental Demands

- May work long hours in the event of an emergency/crisis
- May experience mental strain, trauma and stress

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.