



# SHOAL LAKE BAND NO. 40

## SOCIAL SERVICES PROGRAM

P.O BOX 6, KEJICK, ONTARIO POX1E0

EMAIL: [ONTARIOWORKS@SHOALLAKE40.CA](mailto:ONTARIOWORKS@SHOALLAKE40.CA)

### EMPLOYMENT OPPORTUNITY

#### Social Services Administrative Assistant

Shoal Lake 40 First Nation is seeking an energetic and creative individual in our Ontario Works Program. Under the supervision and direction of the Social Services Administrator, this position shall conduct all receptionist duties in a professional manner and maintain records of all transactions related to the Social Services department in an orderly fashion.

#### RESPONSIBILITIES AND DUTIES:

- Assist the Social Services department with daily duties, ensuring confidentiality at all times
- Receptionist Duties; greet and direct visitors and incoming calls, taking messages and clerical duties such as typing, filing, faxing and photocopying
- Ability to operate office equipment
- Record and handle correspondence pertaining to Social Services Administration
- Case file maintenance at the standards of the Ministry of Community and Social Services
- Aiding the Social Services Administrator and Employment Support Worker in preparing correspondence, written reports, statistical reports to the Chief and Council and Federal and Provincial Governments
- Assisting the Social Services Administrator in receiving and filling out required forms
- To assist in the development and implementation of activities within the components of the Ontario Works legislation
- Provide orientation services to participants
- Participate in case reviews
- Attend training and meetings when required
- Other duties as assigned

#### QUALIFICATIONS:

- Grade 12 Diploma or Equivalent
- Must possess a high level of standards in maintaining confidentiality
- Excellent communication skills, oral and written
- Excellent clerical skills
- Computer literate
- Strong organizational skills
- Strong interpersonal skills
- Ability to work independently with little or no supervision
- Must provide current Criminal Reference Check (CRC)

**SALARY:** To commensurate with qualifications, education and experience.

**CLOSING DATE:** June 9, 2023

Please submit your resume and cover letter along with 2 letters of reference to:

**Email: [human.resources@shoallake40.ca](mailto:human.resources@shoallake40.ca)**

**Human Resources**

**Shoal Lake 40**

**Box 6 Kejick On**

**POX1E0**

Miigwetch to all who apply. Only those selected for interview will be contacted.

