



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Administrative Assistant - Home & Extended Care**
Job Code: HEA270
Department: Home & Extended Care
Reports to: Community & Seniors Health Care Manager

Date Posted: 27-Apr-21
Date Closed: 11-May-21
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-Time with Benefits.

Availability & Term: Approx. start date: May 2021.

Remuneration: \$21.70 to start, move to \$23.44 after 3 months.

JOB PURPOSE/SUMMARY

To provide administrative and support services to the Home & Extended Care Manager in a consistent, professional and confidential manner.

QUALIFICATIONS

- Education:**
- Grade 12, College - Office Administration an asset.
- Skills and Abilities:**
- Standard First Aid/CPR.
 - Valid Class G driver's license.
 - Excellent organizational & File management skills.
 - Communication skills - oral/written.
 - Knowledge & experience in medical administration an asset.
- Experience:**
- Office Administration experience 1 - 3 years.
 - Experience in Microsoft Office.
 - Working with the elderly an asset.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated: 29-Sep-20

Job Title:	Administrative Assistant - Home & Extended Care
Job Code:	HEA270
Department:	Home & Extended Care
Reports to:	Community & Seniors Health Care Manager

JOB PURPOSE/SUMMARY

To provide administrative and support services to the Home & Extended Care Manager in a consistent, professional and confidential manner.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Compose and type correspondence, minutes and memoranda from dictation, handwritten drafts and verbal direction.
- Operate a variety of office equipment including photocopiers, facsimile machines and computers.
- Perform standard office procedures, including requisitioning of office supplies and coordinating repairs to office equipment.
- Provide reception services such as answering telephones and greeting visitors and clients.
- Assist in the preparation of meeting agendas, organizing supporting materials and taking and distributing meeting minutes.
- Assist with purchase requisitions, expense and travel claims, motions, briefing notes, etc.
- Update and maintain lists, schedules, binders, etc.
- Coordinate travel arrangements as required.
- Open, sort and distribute correspondence.
- Undertake other such duties as they may be required from time to time to ensure the smooth running of the department.
- Client contact/public.
- Maintain strict confidentiality.
- Set up up proper filing system and ensure files are properly maintained and complete.
- Receive/sign for orders from suppliers, check items received, note any back orders.
- Assist with completing general maintenance requests on the work hub.
- Distribute seniors apartment applications as requested.
- Files completed seniors apartment applications for review.