



Saik'uz First Nation Administrative Assistant - Prevention Job Description

Position Title:	Administrative Assistant - Prevention
Department:	Prevention
Position Title of Supervisor:	Prevention Manager
Location:	Health Centre
Position Type:	<input checked="" type="checkbox"/> Full <input type="checkbox"/> Part-time <input type="checkbox"/>
Hours of Work:	8:30am – 4:00pm
Date the Position was	
Pages:	4

The administrative assistant is responsible for the efficient day-to-day operations of the office, and supports the work of management and other staff.

Purpose of the Position

The Administrative Assistant is responsible for providing administrative and clerical services in order to ensure effective and efficient operations.

RESPONSIBILITIES

- Use computer word processing, spreadsheet, and database software to prepare reports, memos and documents.
- Code and file financial material according to established records management procedures.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations.
- Provide administrative support to Child and Family Services staff.
- Schedule and confirm appointments and meetings.
- Order office supplies and maintain inventory.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Set up and maintain manual and computerized information filing systems.
- Determine and establish office procedures.
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person.



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- Record and prepare minutes of meetings.
- Arrange travel schedules and make reservations.
- Compile data, statistics and other information to support research activities.
- Maintain record management systems and databases.
- May organize conferences.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES / PREFERRED SKILLS

- Ability to accurately type 65 words per minute.
- Proficient in the use of current versions of Microsoft Office software.
- Ability to work independently and within a team setting.
- Ability to write funding proposals
- Familiar with the use of a variety of office business machines.
- Possess excellent verbal and written communication skills.
- Able to work under tight timelines and be highly organized.

Qualifications and Educational Requirements

- Minimum Grade 12.
- Possession of a Certificate in Business Administration preferred.
- Minimum 2 years of office experience with acceptable work references.

Working Conditions

- Located in an open office area, faced with regular interruptions and several deadlines.
- Extensive computer work and typing requiring long hours sitting and using office equipment.
- Lifting of office boxes and supplies may be required.
- Communication with a wide variety of internal and external clients is required.
- May be required to use own vehicle.



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Special Conditions

- Initial and ongoing employment is subject to submission of a clear Criminal Record check.
- Criminal Record Check must be conducted every three years per CSFS & SFN policies.
- Must possess a valid driver's license and supply current driver abstract.
- Participate in professional development as necessary.
- The incumbent is expected to sign a CSFS Code of Conduct & Ethics.

Tools/Equipment

- Use of computer and accessories; Windows Operating System, various software applications (including MS Office suite and Adobe). Use of adding machine, photocopier/fax machine, and other office supplies.

Position Deliverables, Performance Expectations & Accountability

Monthly Report	Report on programs delivered to the community and how many members benefited from them.
Monthly Review	Review of deliverables.
Monthly Report	Reports on program status and community trends.
Monthly Financial Reports	Monthly reports in simple to read format identifying expenditures, budget, overages and underage, forecasts, and recommendations on actions required.



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Employee Statement of Understanding

- I have read and understood the job description for my position. I can perform all the essential functions of this position.

I agree to comply with the policy manual and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of **Saik'uz First Nation**. All employees are required to adhere to the values in all their interactions with people in general and fellow employees. I understand that I am subject to the Saik'uz First Nation's Code of Conduct during the term of my employment.

- I have received a copy of my job description and have read and understood it. I hereby accept such responsibilities of this description and agree that it is fair and reasonable for the intended use per CSFS/SFN policies.*

Name and Signature

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