



Kahnawake Shakotia'takehnhas Community Services

EMPLOYMENT OPPORTUNITY

Administrative Assistant II, Mental Wellness & Addictions

KSCS is seeking an experienced and responsible individual to provide administrative and clerical support to relieve employees and clinical supervisors of administrative duties; may include filing, sorting, mail correspondence incoming or outgoing and distribution, and completing special clerical projects. Applies software knowledge and skills to produce various types of documents ensuring quality and consistency.

Coordinates specific departmental tasks assigned by clinical supervisors.

Under the supervision of Manager of Mental Wellness & Addictions the Administrative Assistant is responsible to provide overall administrative support to Mental Wellness (S5/Psychological Services) & Addictions (ARS) of KSCS. Under general supervision, independently applies learned skills and knowledge associated with administrative tasks to complete diverse, moderately complex assignments within defined policy and according to objectives.

Required Education & Experience:

- D.E.P. in Secretarial Studies plus one (1) to three (3) years relevant experience.
- Minimum High School Diploma plus three (3) to five (5) years relevant experience.

Status: Indefinite Contract, six (6)-month probationary period.

Salary: Starting at 24.58/hour.

Schedule: 35 hrs/week; must be willing to work occasional flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at KSCS main reception or at www.kscs.ca. Please call 450-632-6880 for more information and submit completed applications, online, to: humanresources@kscskahnawake.ca.

Deadline to apply is: Friday, January 10, 2025, at 4:00 pm.

GENERAL INFORMATION	
Code: Job Title: Department: Date of Job Description Revision: Job Reports To:	Administrative Assistant II – Mental Wellness (S5 & Psychological Services) & Addictions (AR) Mental Wellness & Addictions November 14, 2024 Manager of Mental Wellness & Addictions
JOB DESCRIPTION SUMMARY:	
<p>Under the supervision of Manager of Mental Wellness & Addictions the Administrative Assistant is responsible to provide overall administrative support to Mental Wellness (S5/Psychological Services) & Addictions(AR) of KSCS. Under general supervision, independently applies learned skills and knowledge associated with administrative tasks to complete diverse, moderately complex assignments within defined policy and according to objectives.</p> <p>Provides administrative and clerical support to relieve employees and clinical supervisors of administrative duties; may include filing, sorting, mail correspondence incoming or outgoing and distribution, and completing special clerical projects. May deal with highly sensitive information related to clients. Applies software knowledge and skills to produce various types of documents ensuring quality and consistency. Coordinates specific departmental tasks assigned by clinical supervisors.</p> <p>The decisions necessary for the position are straightforward in nature, within clearly defined procedures and practices specific to the department or work group and are regularly reviewed.</p>	
CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
Provides administrative support to Mental Wellness (S5/Psychological Services) & Addictions Team and Clinical Supervisors	<ul style="list-style-type: none"> ➤ Ensures that administrative guidelines are interpreted correctly and followed by staff. ➤ Types and drafts: letters, memos, reports, and prepares Power Point presentations when required. ➤ Prepares layouts for pamphlets, creating binders and packages for participants, etc. ➤ Photocopies and files documents in the appropriate areas for Mental Wellness & Addictions. ➤ Drafts, designs forms needed by employees of both programs. ➤ Circulates memos and information upon requests to employees. ➤ Assists in the development and maintenance of tools, literature, and other publications which promotes Mental Wellness & Addiction programs. ➤ Prepares agenda, takes and prepares the minutes for meetings, working groups, etc. as needed. ➤ Prepares, facilitates and follows up on meetings/conferences administrative requirements. ➤ Assists in organizing/coordinating training events. ➤ Participates in all Staff meetings/workshops/conferences or sits on committees relevant to area of employment. ➤ Assists staff in maintaining records of the expenses and budgets for programs. ➤ Assists in preparing and processing Purchase Orders, Cash Disbursement, Independent Services Contracts, etc. ➤ Reviews requisition forms for clinical supervisors' signature, adherence to administrative requirements, and purchasing special equipment requirements. ➤ Assists in the preparation of year-end reports in particular individual and group statistics. ➤ Provides file retrieval and information services. ➤ Classifies, indexes and files materials such as records, reports, time sheets, correspondence and technical documents. ➤ Provides logistical support to the Mental Wellness & Addictions teams (i.e. acts as point of contact for internal logistical requirements, such as training on new timesheets etc.). ➤ Maintains a location plan of staff members' work stations and makes necessary arrangements to ensure that they have the proper administrative equipment to perform his/her roles. ➤ Provides a purchasing service by verifying needs, and coordinates supplies and equipment. ➤ When requested, research information relevant to the needs of the clients, topics, discussions or agenda items. (i.e. Medicines, Traditional Services, and Identify workshops). ➤ May be requested to assist with KSCS validation activities.
Provides scheduling support to Mental Wellness (S5/Psychological Services/ARS)& Addictions.	<ul style="list-style-type: none"> ➤ Reviews, tracks and maintains the scheduling and time for staff members. ➤ Maintains records of Mental Wellness & Addictions staff vacation requests. ➤ Assist Clinical Supervisors to tabulate monthly staff balances on timesheets.

Assists in the promotion of the day to day programs & projects of Mental Wellness (S5)& Addictions.	<ul style="list-style-type: none"> ➤ Assists in maintaining, planning and/or developing projects within the program. ➤ Carries out promotional activities for the program projects whenever possible. ➤ Assists in carrying out and attending activities for the program whenever possible. ➤ Assists in the preparation of internal and external communications for Mental Wellness. ➤ Liaise with all other KSCS components on behalf of Mental Wellness & Addictions.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	<ul style="list-style-type: none"> ➤ Commonly requires a level of collaboration and cooperation to get work or projects complete. ➤ Works with administrative assistants on corresponding teams to provide and receive coverage during personal time and vacation.
Advising:	<ul style="list-style-type: none"> ➤ Commonly provides information that must be understood and explained.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, occasional flex.
Stress Factor:	➤ Moderate stress with some periods of high stress.
Deadlines:	➤ Some tight deadlines (unplanned).

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To provide courteous, timely and efficient administrative supports to the Primary Prevention employees. ➤ To provide accurate computer support and ensures the successful execution of delegated projects. ➤ To maintain an accurate and user-friendly database and filing system. ➤ Provide a supportive role to staff in the delivery of programs and the daily functioning of the Primary Prevention service area. ➤ To maintain confidentiality practices. 	

QUALIFICATIONS	
Education and Experience required	<ul style="list-style-type: none"> ➤ D.E.P. in Secretarial Studies plus one (1) to three (3) years relevant experience. Or ➤ Minimum High School Diploma plus three (3) to five (5) years relevant experience.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Excellent verbal and written communications skills. ➤ Excellent organizational skills and ability to prioritize work as new demands surface. ➤ Excellent knowledge of computer and programs (MS Word, Excel etc.). ➤ Ability to multitask and possesses good decision-making skills. ➤ Ability to work under pressure due to the work requirements. ➤ Experience in minute taking and transcribing. ➤ Knowledge of project development. ➤ Ability to deal with moderate to high stress. ➤ Ability to converse with clients. ➤ Ability to work independently and in a team setting. ➤ Basic budgeting skills. ➤ Willingness to work flexible hours to participate in KSCS activities. ➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha language and culture. ➤ A valid Quebec driver's license and access to a vehicle.

Immediate Supervisor

Incumbent
