



Kahnawake Shakotia'takehnhas Community Services

EMPLOYMENT OPPORTUNITY

Administrative Assistant II (Child and Youth Wellness – Post Majority Support Services)

KSCS is seeking an experienced and responsible individual to provide general and clinical administrative support to the Post Majority Support Program.

Under the direction of the Team Leader Post Majority Support Services, the Administrative Assistant is responsible for providing administrative support to Post Majority Support Services team and Team Leader of Post-Majority Support Services. 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 Administration, Secretarial or related field(s) of study with one (1) to three (3) years relevant experience.
- Minimum High School Diploma plus three (3) to five (5) years relevant experience.
- A valid drivers' license and access to a vehicle is a requirement.

Status: Indefinite full-time position, six (6)-month probationary period.

Salary: Starting at \$24.58/hour.

Schedule: 35 hrs/week; must be willing to work 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, July 19th, 2024, at 4:00 pm.

GENERAL INFORMATION

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| Code: | A3 |
| Job Title: | Administrative Assistant II (Child and Youth Wellness – Post Majority Support Services) |
| Department: | Post Majority Support Services |
| Date of Job Description: | April 2024 |
| Job Reports To: | Team Leader of Post-Majority Support Services |

JOB DESCRIPTION SUMMARY

Under the direction of the Team Leader Post Majority Support Services, the Administrative Assistant is responsible for providing administrative support to Post Majority Support Services team and Team Leader of Post-Majority Support Services. 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.

Provides administrative and clerical support to relieve of administrative details. May coordinate messages, appointments, and information to callers, and file maintenance. Manages incoming and outgoing correspondence and distribution. May deal with highly sensitive information related to clients. Coordinates specific tasks assigned by the KSCS Team Leader of Post Majority Support Services. Participates in various working groups/meetings and may be required to take and distribute meeting minutes. Researches and compiles assignments and reports. Proofs word processing documents. Operates automated office equipment.

Provides coverage to the Research and Systems Administrator regarding client files.

Decisions are straightforward in nature, within clearly defined procedures and practices specific to the department or work group and are regularly reviewed.

CORE RESPONSIBILITIES AND DUTIES

| Core Responsibilities | Duties |
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| <p>Provides clinical administrative and case management (Penelope Recording System) support to Post Majority Support Services Team and Team Leader.</p> | <ul style="list-style-type: none"> ➤ Enters contacts in Penelope Recording System, types and enters assessments, Service Plans or other documents in Penelope Recording System. ➤ Meets with Post Majority Team Members to review caseload and other client issues when requested. ➤ Cancels and/or reschedules client appointments as requested and enters these contacts in Case Management Recording System. ➤ Enters client-related incoming/outgoing correspondence in Penelope Recording System and distributes accordingly. ➤ Provides Penelope Recording System support. |
| <p>Provides general administrative support to the Post Majority Support Services Program.</p> | <ul style="list-style-type: none"> ➤ Assists in ongoing development of a Manual regarding Standards of Practice. ➤ Assists in developing a survey to measure effectiveness of Post Majority Support Program. ➤ Drafts and designs layouts for reports, presentations, brochures, manuals, catalogues, and proposals to create visual appeal, in collaboration with Communications Team when needed. ➤ May be required to develop charts, graphs, or graphical elements for documents. ➤ Draft various documents ensuring quality and consistency, including letters, memos, templates, forms, reports, contracts, and agreements. ➤ Manages and maintains various spreadsheets and databases. ➤ May be required to assist supervisor with office procedures, such as general organizing, filing and administrative processes. ➤ Files all administration documents upon request. ➤ Assists with coordinating meetings and events pertaining to Post Majority Support Services. ➤ Develops agenda for team meetings and documents minutes for meetings pertaining to Post Majority Support Services when necessary. ➤ Updates main Post Majority Support Caseload Summary. ➤ When requested, assists in obtaining documents from clients' paper files. |

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| | <ul style="list-style-type: none"> ➤ Provides other administrative duties as requested (photocopy, send faxes, draft letters, proofreads, etc.). |
| Provides financial support to the Post Majority Support Program. | <ul style="list-style-type: none"> ➤ Requests financial supports for youth in program, when applicable, with First Nations Child Family Services for Post Majority Support Services. ➤ Records, collects, and enters financial data into the data management program sourced from the funding provider. ➤ Processes all relevant documentation to the Finance Department to ensure youth in program are financially compensated. ➤ Coordinates with the Finance Department for appropriate documentation, as required. ➤ Assists the Team Leader in gathering information for year end statistical reporting. ➤ Files all financial documents upon request. |
| Performs any other job-related duties as may be required by the immediate Supervisor. | |

| COMMUNICATIONS | |
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| Team Work: | <ul style="list-style-type: none"> ➤ Commonly requires a level of collaboration and cooperation to get work or projects complete. |
| Advising: | <ul style="list-style-type: none"> ➤ Frequently provides information that must be understood and explained. |
| Training: | <ul style="list-style-type: none"> ➤ Occasionally provides training to clients and stakeholders. |

| ENVIRONMENTAL FACTORS | |
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| Types of Schedule: | <ul style="list-style-type: none"> ➤ Regular work week, occasional flex. |
| Stress Factor: | <ul style="list-style-type: none"> ➤ Moderate stress with some periods of high stress. |
| Deadlines: | <ul style="list-style-type: none"> ➤ Some tight deadlines (unplanned). |

| ACCOUNTABILITY | |
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| <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 deal with clients in tactful and courteous manner. ➤ To provide thoroughly researched statistical reports. ➤ To show interest in clinical issues and a desire to increase knowledge. ➤ To keep up-to-date with computer technologies related to office administrative work. ➤ To maintain confidentiality practices. ➤ Adhere to KSCS' policies, procedures and standards of practice. | |

| QUALIFICATIONS | |
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| Education and Experience | <ul style="list-style-type: none"> ➤ D.E.P in Administration, Secretarial or related field(s) of study with one (1) to three (3) years relevant experience. ➤ 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. ➤ Excellent knowledge of computers and programs (MS Word, Excel etc). ➤ Experience in minutes taking, and typing. ➤ Ability to multitask and possess good decision-making skills. ➤ Ability to work under pressure due to the work requirements. ➤ Ability to work independently and in a team setting. ➤ Basic budgeting skills. ➤ Ability to draft well written documents, proof-read for typographical and grammatical errors. ➤ Lifestyle must reflect that of a positive role model. |
| Assets | <ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha language. ➤ A valid driver's license and access to a vehicle |

Immediate Supervisor

Incumbent

Date