

MI'KMAW NATIVE FRIENDSHIP CENTRE



Employment Opportunity: Administrative Case Aid (2)

Location: Halifax, NS

Salary Range: \$45,000.00

Employment Term: Contract November –March 31, 2022 (possibility of renewal), Full time hours (35 hours/ week)

Reports To: Program Coordinators

General Description:

Mi'kmaq Native Friendship Centre is centrally located in the urban Indigenous community of Halifax and is looking for **Two (2) Administrative Case Aids**. One position will be working directly with Jordan's Principle and the other position will be working with Apoqonmating (Helping All Our Families). The hours offered are full-time Monday- Friday, 9-4 pm. Both positions will include assisting program management, staff members and community members. We are looking for two dynamic employees who are willing to work hard to ensure the promotion of The Mi'kmaq Native Friendship Centre Mission, Value and Visions.

Key Responsibilities:

We are looking for an individual to perform the following duties:

- Work collaboratively with children and their families by providing administrative support to access services
- Maintain a high level of confidentiality
- Possess extensive computer experience and solid working knowledge of research, methodologies, scheduling, filing systems, data collection and data entry
- Data base system tracking and reporting of accurate information
- Provide reporting data and statistics as required
- Assist families in the Urban Indigenous Community to complete and submit applications for funding
- Provide support to families while filling out needs assessments
- Maintain filing system and collect documentation required for files/ applications
- Provide administrative support by answering telephones, questions about programs supports and provide application to access services
- Document and track client/ family interactions
- Work cooperatively as a part of a team
- Meet the client, family and children on their terms by being flexible and non-judgemental
- Have up to date knowledge of Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Program specific directives
- Work proactively to identify children with unmet needs to facilitate administrative paperwork to help aid early intervention and timely access to services and resources
- Attend professional development opportunities as needed
- Adhere to all Mi'kmaq Native Friendship Centre policies and practices

Qualifications:

- Diploma or certification in office or business administration or equivalent combination of work experience and training (3+years) may be considered
- Comprehensive understanding of Indigenous communities and family dynamics

- Comprehensive knowledge of community resources, programs, services offered to Urban Indigenous Community
- Excellent verbal and written communication and interpersonal skills
- Reliable means of transportation (must own a working vehicle)
- Experience using Microsoft Office (word, excel, outlook, access, power point)
- Required Vulnerable Sector Check & Child Abuse Registrar must be provided prior to start of position
- Aboriginal Ancestry will be considered an asset

Application Deadline: October 29, 2020

Submit Resume to: hr@mymnfc.com

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process, included and not limited to travel, relocation, and application development.

Only those applicants who are screened in for an interview will be contacted.