



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION
EMPLOYMENT OPPORTUNITY
CFS ADMINISTRATION ASSISTANT – ON CALL CASUAL

PROGRAM AREA:	CHILD AND FAMILY SERVICES
POSITION TITLE:	CFS ADMINISTRATION ASSISTANT
REPORTING PROTOCOL:	REPORTS TO THE CFS PROGRAM MANAGER

POSITION SUMMARY: The On Call Casual Children and Family Services Administration Assistant is responsible for the organization and operation of the reception office, providing support to the department as required. They may also input the statistical data reports.

SKILLS AND REQUIREMENTS:

- Must have good working knowledge of Microsoft Office using Word and Excel.
- Must have working knowledge of business machines such as photocopier, fax, etc.
- Experience in First Nation office environment an asset.
- Must have excellent communication skills, oral and written.
- Must be punctual and maintain good attendance.
- Must be a good Team player.
- Appreciation and understanding of the First Nation history, culture, language and goals of the Chippewas of Kettle and Stony Point First Nation would be an asset.
- Must possess a current and valid Driver's License and dependable vehicle.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Completed Ontario Secondary School Diploma or equivalent is required.
- Must have Experience with administration office procedures.
- Office Administration-executive diploma or degree would be an asset.
- Knowledge of Child and Family Service Act, Section 10 as it relates to First Nations.
- A Vulnerable Section CPIC (Criminal records check) is required to be submitted and updated as required.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
CLOSING DATE – UNTIL POSITION IS FILLED

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – On Call CFS Administration Assistant**
Email to: hr.assistant@kettlepoint.org

Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON, N0N 1J1
Fax: 519-786-2108

*A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE
INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL
CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT