

## JOB POSTING DETAILS

|                    |   |                     |                    |
|--------------------|---|---------------------|--------------------|
| <b>Employer</b>    | Nogdawindamin Family and Community Services | <b>Job Type</b>     | RI                 |
| <b>Job Title</b>   | CLIENT RECORDS CLERK                        | <b>Duration</b>     | Full Time Contract |
| <b>Job ID</b>      | 11780                                       | <b>Location</b>     | Sudbury            |
| <b>Date Posted</b> | November 17, 2021                           | <b>Closing Date</b> | December 1, 2021   |

### Job Overview - Description & Duties

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

FULL-TIME CONTRACT TO MARCH 31, 2022

CLIENT RECORDS CLERK - SUDBURY

Salary Range: \$38,625.00 to \$47,445.00

Proposed Interview Date: December 8, 2021

#### Job Summary

Reporting to the Team Supervisor, the Clients Records Clerk provides a complete range of administrative support services to Agency child welfare teams.

### Required Skills

- Administrative Assistant or Related Diploma
- Two (2) years' experience in an administrative position within a First Nation or Indigenous Social Services Agency
- Experience working with Aboriginal people, organizations and communities

### Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

### How to Apply

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.

Please submit a job related resume and cover letter along with three work related references by:

Wednesday, December 1, 2021 - 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services

210B Gran Street, Batchewana First Nation, ON P6A 0C4  
FAX (705) 946-3717 Email: [hr@nog.ca](mailto:hr@nog.ca)

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at [www.nog.ca](http://www.nog.ca)