



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES
Admin Support Worker – Calgary Office–P/FT
Deadline Date – September 20, 2022



GENERAL STATEMENT OF POSITION:

The administrative Support Worker – Calgary Office is responsible for the development of new files and maintains an efficient, safe, and controlled filing system, while abiding by Provincial filing standards. Additionally, entering information in the current provincially regulated intervention information system. This person will also work closely with finance on the compiling and preparing of data and reports. This role is an integral part of the Administrative Support Team and works closely with the Intervention Generalists.

SUPERVISION RECEIVED: Administrative Supervisor

DUTIES AND RESPONSIBILITIES:

- Opens, closes and maintains (properly and securely stored) filing systems for related programs/services. Files are developed and maintained consistently following provincial standards.
- Prepares skeleton files for transport, as per Siksika and Provincial Policy.
- Archives filing on an on-going basis in accordance with provincial file standards.
- Assists in gathering and preparing information for reports as requested.
- Assists in keeping updated inventory of all office property; computers, filing cabinets, cabinet and desk keys, furniture, photocopier, fax machine, vehicles, etc.
- Maintains inventory of all program forms, office supplies and re-orders as needed.
- Assists with submitting staff timesheets, inter-office mail, photocopying and faxing for staff as requested.
- Required to prepare expenditures for payment.
- May be requested to take minutes and perform other related admin duties.
- *Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

QUALIFICATIONS/EXPERIENCE:

- Certificate/diploma from Clerical or Administrative Support program, plus 3 years related experience in the field of administrative support or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Highly organized in prioritizing work, multi-tasking, and meeting deadlines.
- Superior communication and customer service skills.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.
- Knowledge of Siksika Culture and history

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # **046-2022 on Cover Letter**

IMPORTANT: All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Names & Phone Numbers of last 3 Supervisors for Reference checks
4. Copy of Drivers License

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. The successful candidate must be fully vaccinated and provide SFS Human Resources with proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation.

Please Note: Only complete applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.