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**P.O. Box 250**

**Parry Sound, Ontario**

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**Phone:**

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**Chief**

Warren Tabobondung

**CHIEF COUNCILLOR**

Rebecca Tabobondung

**Councillors**

Vince Chechock

Brent Tabobandung

Dave Rice

Theresa McInnes

**Ntam Nishnabeg Jiigbiig First Nations**

**Mental Wellness Crisis Response Team**

*(Serving six First Nations: Wasauksing, Magnetawan, Henvey Inlet, Dokis, Nipissing, & Wahnapitae)*

Is seeking an applicant for the position of

**Administrative Assistant**

The Mental Wellness and Crisis Response Team is seeking an innovative, highly motivated and energetic team player for the position of Mental Wellness and Crisis Response Admin Assistant. As a member of a progressive, regional Mental Wellness Team you will provide highly organized and detail oriented Administrative Assistance and you will work out of the Wasauksing First Nation Nursing Station. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks.

As a member of the Team, you will be: helping to build a community data base system on a local and regional level; assist in the development of an inventory of mental health and crisis intervention service providers, assist in the requisition of cheques for supplies and travel, develop and maintain a filing system, assist in maintaining budget expenditures, updating and maintaining office polices and procedures, order supplies, maintaining contact lists, assistance in submission and reconciling expenses, provide general support, assist in the organizing of training sessions, retreats and maintaining logistics etc.

Ideally the applicant has proven experience as an administrative assistant, virtual assistant or office administration; knowledge of office management systems and procedures, working knowledge of office equipment, like printers and fax machines, proficiency in MS office MS Excel and MS PowerPoint and Adobe connect; Excellent time management skills and the ability to prioritize work, attention to detail and problem solving skills, excellent written and verbal communication skills, strong organizational skills with the ability to multi task and a secondary education.

Please submit your covering letter, resume and three (3) references by email to:

Lorna Paws, Assistant health Director, at [adohss@wasauksing.ca](mailto:adohss@wasauksing.ca)

Closing Date: June 7, 2019

*We thank all applicants but only those individuals to be interviewed will be contacted*