OGIMAAWABIITONG

Employment Opportunity
Internal/External

POSITION: **Program Assistant**
Mental Health & Addictions

RESPONSIBLE TO: **Manager – Support Services**

Summary of Duties:

- Provides back up support to the front desk staff;
- Responds to incoming phone calls, faxes and emails, responds to routine inquiries and relays other calls and messages;
- Responds to general information requests with accuracy;
- Greets and directs clients appropriately;
- Coordinates MHA Staff Meetings, including booking meeting spaces, ordering meals, preparing an agenda;
- Assists the MHA Director with coordinating interviews and meetings/conferences, scheduling appointments, ordering equipment/supplies, updating MHA pamphlets, distributing timesheets to staff and completing the data portion of the ministry reporting templates;
- Provides support and assistance to the MHA staff at any point in the case management model. This includes:
  - Preparing the monthly Intake Screening Schedule;
  - Participates in providing intake screening on a monthly basis;
  - Maintaining existent client paper files;
- Managing MHA leased vehicles. This includes: housing spare keys, coordinating on-going maintenance, seasonal tire changes, repairs, insurance claims, interior cleaning, collecting monthly travel logs and scheduling (to utilize vehicles whenever possible and decrease staff mileage claims);
- Assisting staff in researching appropriate clinical information and ordering materials as needed;
- Co-ordinate Ontario Telemedicine Network (OTN) by scheduling appointments, managing referrals, correspondence, education & training;
- To complete such other duties as may be assigned;
- Alert the Team Lead and/or the Director on all critical cases and situations.

Qualifications:

- Proficiency in the use of computer programs for: Microsoft Office (Word, Outlook, Excel, Power Point) and EMHware database management programs;
- Proficiency in the use of office equipment: computer, voice messaging systems, fax and photo copier;
- Ability to work independently and in a team setting;
- Excellent skills in the following areas: computer, organization, interpersonal and communication (written & oral);
- Knowledge of the Anishinaabe culture and language and experience in working in First Nation communities.
- Minimum secondary high graduation diploma. Graduate of a college-level personal support worker or office administration course preferred;
- Valid driver's license and vehicle;
- Willing to travel (when required) to all Treaty #3 First Nation communities;
- Current satisfactory criminal reference check with vulnerable sector search;

Please forward resume cover letter and 3 references by **Friday, October 20, 2017 at 4:30 p.m. to:**

Allyson Rheault, MHA Director
Kenora Chiefs Advisory
PO Box 349 – 240 Veterans Drive
Kenora ON, P9N 3X4
Fax: 807-467-2656
allyson.rheault@kenorachiefs.ca

We thank all that apply, but only those selected for an interview will be contacted.