

JOB ADVERTISEMENT

Executive Assistant, OROMOCTO FIRST NATION

Oromocto First Nation Child and Family Services Agency is seeking to hire a qualified individual to work as a Executive Assistant.

Executive Assistant Roles and Responsibilities include;

- Buying grocery cards and supplies as needed and directed by Social Workers
- Bringing a grocery cards/supplies to clients as directed by Social Workers
- Helping file notes
- Typing notes
- Making referrals to service providers as directed by Social Workers
- Running errands as needed for clients and staff
- Scanning documents as needed
- Help plan and organize community events with Social Work Staff
- File Disclosures
- Book meeting spaces as needed
- Photo copying as needed
- Putting together court applications
- Drafting letters
- Ordering items online as needed and directed by the Social Workers
- Transporting clients as needed and directed by the Social Workers
- Being a collateral contact as needed and directed by the Social Workers
- Write weekly reports to each Social Worker regarding client specific work that was done
- Other duties as needed and requested

Essential Qualifications

- Desire to help improve the lives of those in your community and dedicated to providing high-quality care services to clients and knowledge of practices for community care
- PSW / Human Services / Child Development, Youth Care or Early Childhood Education. Equivalencies will be considered.
- Valid driver's license and reliable vehicle for commuting
- A clear Police Criminal Record able to get a Vulnerable Sector Screening will be required

Please forward your resume, cover letter, and three references by **March 17th 2022**

Salary commensurate with experience as per the provincial pay scale

Shawn Sabattis Atwin

Director of Child and Family Services, Oromocto First Nation

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