



WEECHI-IT-TE-WIN
Family Services Inc.

P.O. Box 812, Fort Frances, ON P9A 3N1 1-807-274-3201
1-807-274-4511
Fax 1-807-274-8435
Toll-Free 1-800-465-2911

TELE-MENTAL HEALTH ADMINISTRATIVE ASSISTANT

Program Description:

The Tele-Mental Health Administrative Assistant is a full-time, permanent administrative position. The Tele-Mental Health Administrative Assistant will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-win Family Services.

The Tele-Mental Health Administrative Assistant will provide assistance to the Tele Mental Health Coordinator. It is the responsibility of the Tele-Mental Health Administrative Assistant to provide coverage for the Tele Mental Health Coordinator.

The Tele-Mental Health Administrative Assistant shall be knowledgeable about the Ontario Telemedicine Network (OTN) and its equipment –how to set up, trouble shoot problems, multiple site usage, and ensure efficient pathways between sites and hubs.

Responsibility:

The Tele-Mental Health Administrative Assistant reports to the Tele Mental Health Services Coordinator.

QUALIFICATIONS

1. An understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremony, teachings and a commitment to continue learning, participating and advocating during any opportunity provided by the Agency or Community.
2. Ontario Secondary School Diploma (Grade 12) or equivalent and specialized course work in general business practice, secretarial writing, typing and word processing.
3. Minimum of 2 years' experience in operating a microcomputer/laptop in an office setting.
4. Minimum of 2 years' experience in general office administration and procedures.
5. An ability to establish/maintain a filing system for clientele.
6. A demonstrating knowledge of English spelling, grammar, and composition.
7. Some experience in working with children/youth would be preferred.
8. The ability to speak Ojibwe is an asset.
9. Must possess a valid Ontario Driver's License and provide a driver's abstract.
10. Must submit a satisfactory vulnerable sector check as a condition of employment.
11. Must adhere to the highest level of confidentiality.

CLASSIFICATION

The following salary schedule applies to qualified candidates or appointees; the Board may appoint less-qualified candidates at a reduced salary level.

The salary ranges from **\$45,154.00 to \$58,915.73**



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Application must include:

- ✓ Cover Letter – **signed and dated.**
- ✓ Resume
- ✓ Three references (one must be employment related) along **with written permission** to contact references.
- **Applications submitted without** all the above required documentation **will not be considered.**
- Only those selected for an interview will be contacted.
- Complete job descriptions available upon request
- Weechi-it-te-win Family Services Inc. is an equal opportunity employer.

Submit Applications to:

APPLICATION:

Jackie DeBenedet

P.O. Box 812

Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

DEADLINE TO SUBMIT

Dec 19, 2023, 4:00 p.m.

External

(S2/3)