



Keewatin Tribal Council

Thompson, MB

FULL TIME EMPLOYMENT OPPORTUNITY

Jordan's Principle Child's First Initiative-Respite/Administrator

Under the direction of the Health Director and Jordan's Principle Coordinator the Respite Administrator will plan, implement, direct, supervise and evaluate activities related to Families with Children with complex needs. The Administrator will also coordinate and organize the administration of service delivery by providing assistance to the team and other health team members based on availability and as required.

The purpose is to provide respite support to parent(s)/caregivers in caring for their child by providing a temporary break, maintain a program space that is as functional as it is inviting; collaborates with administrative staff, and participate fully in the shared work of Jordan's Principle. The Respite Administrator will participate in and support the KTC Jordans' Principle team by assisting in the service delivery of a multidisciplinary health/social sectors to the Keewatin Tribal Council (KTC) Member Communities.

Duties and Responsibilities:

Out-of-Home Respite

- Provide a caring approach to the families needs, enabling personal choice and treating the family with dignity and respect.
- Follow the instructions given by the office, family and participants unless there is a safety issue.
- Being aware of the child's health and safety at all times while providing respite care and providing assistance as needed (First Aid/CPR, alerting family).
- Accurately complete required program paperwork and documentation on time.
- Ability to develop, coordinate, and administer respite services independently
- Facilitate respite activities.
- Can work with children and youth with physical and intellectual challenges.
- Conduct any other duties, as requested

Administrative Duties

- Prepare, organize, edit and proofread correspondence, invoices, presentations, reports, statements, forms and other documents presented using computerized systems.
- Make, arrange and keep records of travel reservations (air, car rental, hotel, etc.) for departmental staff / community staff according to approved travel authorizations and policies.
- Organize and prepare Meeting/Training packages.
- Maintain and prepare departmental records, files and statistics of the case files.

- Answer telephone and electronic enquiries, make referrals and document as required, relay telephone calls and messages. Main contact for Jordan's Principle and as a liaison to the families for the program.
- Process incoming and outgoing mail.
- Greet departmental and direct visitors to appropriate persons.
- Perform bookkeeping tasks such as preparing invoices and submitting for payment to Specialized therapies, tracking personnel and log activity sheets for payroll for Respite services.
- Photocopy and collate documents for distribution, mailing and filing.
- Conduct any other relevant duties, as requested.

JOB QUALIFICATIONS

The Administrative Assistant should have the following qualifications:

- Completion of a one or two-year college or other program in office administration.
- Previous administrative experience is required.
- Requires experience in coordinating activities in a wide range of specialties.
- Possess initiative and judgement.
- Ability to travel overnight throughout northern Manitoba using various modes of transport.
- Excellent analytical, planning, organizing, interpersonal and communication skills.
- Respect for the customs, traditions and practices of the local member First Nation communities.
- The ability to speak Cree or Dene would be an asset.
- Must be a highly-motivated individual who is innovative and has a proven ability to work with a very high degree of accuracy and attention to detail.
- Clear criminal record check, child abuse registry check and vulnerable persons check
- CPR and First Aide Certification

Closing Date: Monday November 14, 2022 at 4:00PM. Late applications will not be accepted.

Please Forward Resumes to the Attention of:

Lisa Beardy, Office Manager

23 Nickel Road Thompson, Manitoba R8N 0Y4; Email: LBeardy@ktc.ca Fax: 204 677-0256

Successful applicants will be required to provide proof of Covid-19 vaccination or provide proof of exemption from the Covid-19 vaccination approved by the Government of Manitoba.

We thank all applicants, however, only those candidates selected for an interview will be contacted