

MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

Title: MISD – Administrative Assistant

Department: Montana Integrated Human Services Department

Closes: OCTOBER 30,2024

Montana First Nation is seeking a highly motivated individual to work as the MISD Administrative Assistant. The MISD Administrative Assistant will report to the MISD Integrated Human Service Manager and has the overall responsibility of assisting the MISD team in the service and delivery of programming, and administration services.

Duties and Responsibilities:

1. Must learn, understand and implement the integrated service delivery model
2. Must know and understand all policy areas of MISD and know and understand the program requirements as it relates to MISD and program delivery
3. Must work closely with the MISD Integrated Human Services Manager in creating, supporting and maintaining services and programs under the MISD umbrella
4. Must accurately document all interactions with clients in the 360 software and assist with document completion
5. Must be able to utilize all internal and external resources to enhance MISD service delivery as it relates to the Administration/Reception area of MISD
6. Must assist Integrated Human Services Manager with Clerical duties such as organizing meetings, taking minutes and send correspondence to staff on behalf of the Manager
7. General office duties including but not limited to the daily routine of clerical support, frontline reception, answering phone, fax, telephone inquiries, email, scanning, copying, filing client information, which includes compiling, verifying, recording and processing all documents relating to the client and their family (if applicable), mail distribution, data entry, coding receivables, providing public information and updating information for MISD services and programming, etc.
8. Must greet and assist clients, visitors and staff that have appointments with MISD Integrated Human Services Manager
9. Must ensure proper procedures and protocols are adhered to as it relates to MISD program services
10. Must assist with the monthly and quarterly financial reporting, annual work plans, forecasts and budgets:
 - Must ensure submissions of pay lists are accurate and properly completed as required
 - Must verify financial transactions such prepare, verify and process invoices and payment documents
 - Must assist with the administration such as sorting, verification and preparation of cheques for mailing
 - Must print and distribute monthly financial reports as required
11. Must sign Oath of Confidentiality
12. Must provide relief assistance for duties within MISD as directed by the MISD Integrated Human Services Manager
13. Any other related duties as assigned by the MISD Integrated Human Services Manager

Qualifications and Requirements:

1. Must possess Grade 12 Diploma or GED Equivalent with 2 years working experience with a First Nation
2. College or other post-secondary training in the Social Science field or Business Management is preferred
3. Minimum of 1 (one) to 2 (two) years' experience in the field of Social Services, humanities, Business, Training or Development is preferred
4. Knowledge of the use of common office business machines and procedures

Please send your **Cover Letter, Resume, Criminal Record Check, Child Welfare Check, Clean Drivers Abstract, and Employment References** to:

HR Generalist – Montana First Nation
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264
Email: ryanpotts@montanafirstnation.com

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!