

This is an exciting time to join Kuuwanimano Child and Family Services!

Employment Opportunity – Legal Program Support Worker (Non-Union position) – Timmins

Competition #: 24-40

Department: Administration

Location: Timmins, ON

Job type: Contract – Up to 12 months

Closing Date: May 2, 2024 @ 4:30 PM

What you'll do in the role

- Commitment to providing services in ways that respect First Nations cultural and spiritual practices.
- Ongoing commitment to upgrading knowledge and skills in the areas of traditional cultural healing services and contemporary clinical models will be considered an asset.
- Commitment to providing services in the First Nation context of extended family and community involvement.
- Commitment and ability to understand and support the structure and operation of the eleven (11) First Nations served by Kuuwanimano.
- Ability to speak a Native Language will be considered a major asset.
- Sound knowledge of computer technology and demonstrated proficiency with various software packages including but not limited to word processing, database, or spreadsheet applications, and or Adobe.
- Proven ability to effectively handle crisis in a calm manner.
- Expert ability to work under tight deadlines and knowledge of court timelines.
- Possesses the ability to work collaboratively and to elicit cooperation from others.
- Possesses excellent planning, organizational, administrative, and oral and written communication skills:
- Demonstrate excellent inter-personal skills to liaise with a variety of internal and external contacts.
- Possesses knowledge of child protection issues and processes

Just a few reasons to join Kuuwanimano Child and Family Services

- Opportunity to collaborate with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS)
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability Insurance
- Competitive vacation leaves

What you bring to the table

- Post-secondary diploma in a related field (social service worker, child & youth worker, etc.), also, relevant post-secondary diploma/certificate in office administration or equivalent; combination of education and experience within a human service environment may be considered.
- 1-3 years related experience in office administration with progressively responsible administrative responsibilities.
- Must produce clear Criminal Record Check with Vulnerable Sector Screening
- The ability to speak a native language is considered a major asset.
- Demonstrate excellent planning, organizational, and administrative skills.
- Demonstrate excellent interpersonal skills to liaise with a variety of internal and external contacts, oral and written communication skills.
- Relevant post-secondary diploma/certificate in office administration, law clerk, or equivalent.
- Extensive experience and understanding of legal procedures, terminology, and documents.
- Participate in in-service training and professional development.
- Must possess a valid "G" Ontario Driver's licence.
- Be willing to travel and access a reliable vehicle with a \$2 million rider liability.
- Able to work flexible hours.
- Must be able to work independently and provide on-call services when required.

Please refer to our website: www.kuuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume and submit by email to: HR@kuuwanimano.com or by fax to 705-266-9122

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**

Meegwetch to all applicants, however, only those selected for an interview will be contacted.