



CONSTANCE LAKE FIRST NATION  
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**JOB POSTING**

**ONTARIO WORKS PART-TIME OFFICE ASSISTANT (17.5 HRS/WK)**  
**Short-term employment – ENDING MARCH 31, 2018**

**Overview**

As part of our ongoing commitment to provide an effective Ontario Works Program, we are seeking the ideal candidate to fulfill the position of P/T Ontario Works Office Assistant. This individual candidate will work under the direct supervision of the Ontario Works Administrator to enhance the current services. This is a part-time temporary position ending March 31, 2017.

**Preferred Qualifications:**

- Grade 12
- Excellent Computer Skills
- Demonstrate professionalism in greeting the public
- Experience in the office setting
- Knowledge of basic filing system
- Knowledge of administrative duties
- Excellence written and communicative skills
- Able to work under pressure

**Duties and Responsibilities:**

The Office Assistant shall be responsible for the following roles and responsibilities:

- Work as a functioning member of the team;
- Practice client and administration confidentiality and accountability;
- Practice sound judgment, analytical thinking and decision-making skills;
- Aid other staff members on a daily basis with any and all workshops, training, home visits or conferences;
- Greet clients, visitors, guests in a professional manner and direct them to the appropriate staff, as needed;
- Answer phones in a professional manner and direct call to the appropriate staff or take messages, as needed;
- Makes photocopies of identification and paperwork for workers when conducting new intakes or updates and postings, correspondence and all other documentation, as needed;
- Maintain, locate and file all client information into client files on a regular basis to ensure that the filing is up-to-date;
- Ensure active and closed client files are filed accordingly, as directed
- Provide office and administrative filing services to the staff, as needed;
- Attend meetings, training and conferences as required;
- Perform any other duties as required by any staff.

Please Submit your resume and 3 references either by mail, fax, in person at the Band Office or by email to:

**Samantha John-George, Employment Coordinator**  
**Constance Lake First Nation**  
**P.O.Box 4000**  
**CONSTANCE LAKE, Ontario P0L 1B0**  
**Tel: 705-463-4511 ~ Fax: 705-463-2222**  
**Email: [samantha.john-george@clfn.on.ca](mailto:samantha.john-george@clfn.on.ca)**  
**DEADLINE: **Friday, September 29, 2017 @ 4:00 P.M.****

While we appreciate all applicants, only those selected for an interview will be contacted.  
Deadline may be extended until a successful candidate is chosen.