



## CONSTANCE LAKE FIRST NATION

P.O Box 4000

CONSTANCE LAKE, Ontario - P0L 1B0

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### JOB POSTING

### **Band Representative Office Assistant**

#### **OVERVIEW:**

Under the direct Supervision of the Community Band Representative, the Band Representative Assistant will provide assistance to the Band Representative Program in prevention, intervention awareness and administrative services to the community members of Constance Lake First Nation. This position is a full-time term position ending March 31, 2021 with a possible extension pending funding availability.

#### **PREFERRED QUALIFICATIONS:**

- Grade 12 Education
- Excellent interpersonal and communication skills when dealing with clients in a clinical setting
- Ability to work in a steady pace with limited supervision.
- Limited knowledge and supportive counseling skills.
- Willing to be subject to undergo a Drug and/or Alcohol test prior to being hired and pass the test
- Possess valid “G” Ontario Driver’s License and access to a vehicle would be an asset

#### **DUTIES AND RESPONSIBILITIES:**

- Excellent computer skills
- Excellent writing skills and proof-reading capacity
- Works alongside the Band Representative in delivery of programs and services
- Provide administrative & clerical duties for the Band Representative
- Maintains up to date notes and documentation for client contact consistent with agency policies and standards. Maintains records, statistics and data collection as required
- Must be reliable and ensure confidentiality to its fullest
- Provides non-judgmental emotional support to clients
- Interacts with clients on a continuous basis
- Participates in meetings and trainings as required, organization planning, community presentations and outreach
- Is able to coordinate and present prevention programs/workshops and presentations to the public
- Perform other duties as required by the Band Representatives

Please contact the Band Office for the full job description.

Please submit your resume, cover letter and 3 references either by mail, fax or 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, ON P0L 1B0**  
**Fax: 705-463-2222**  
**Email: [samantha.john-george@clfn.on.ca](mailto:samantha.john-george@clfn.on.ca)**

#### **DEADLINE FOR APPLICATIONS:**

**Friday, June 5, 2020 at 4:00 pm**

Please note that only candidates selected for an interview shall be contacted.