



EMPLOYMENT OPPORTUNITY

Scw'exmx Child and Family Services Society (SCFSS) is family-centered and guided by nłe?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

TEAM ASSISTANT

Status: Full-time | Permanent
Hours: 35 hours per week | 8:30 – 4:30 | Monday – Friday
Wage: Starting salary commensurate with experience
Benefits: Comprehensive Benefits Package | Public Service Pension Plan
Location: Merritt, BC

POSITION SUMMARY

Reporting to the Administration Team Leader, the Team Assistant is responsible for filing, administrative, clerical, and program support to the Prevention and Protection Teams at Scw'exmx Child and Family Services Society (SCFSS). The Team Assistant plays a key role in carrying out client file management, data entry, filing, reporting, and technical support. The Team Assistant supports effective communications between frontline staff, clients, community resources, and other SCFSS team members. The Team Assistant builds trusting relationships with staff, clients, community, and elders, incorporating nłe?kepmx and syilx traditional values into all aspects of the role while maintaining a high level of professionalism, confidentiality, and ethics.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Write and maintain case notes in electronic and physical files using the ICM and EMHWare systems
- Set reminders for Quarterly Case Review recommendations with staff to ensure that recommendations are being addressed in a timely manner
- Order birth certificates, medical cards, Status cards, live birth registration, and Indian Status registration as required, and ensure medical health benefits are updated and active for each child entering into care
- Gather documents and information as requested by frontline staff and prepare files for disclosure
- Enter criminal record checks and prior contact checks for clients and care providers in a timely manner
- Provide transportation support to our staff, clients, and relation

SUPERVISION RECEIVED

- Regular consultation and review with the Administrative Team Lead
- Annual Performance Evaluation and work plan review with the Administrative Team Lead



JOB REQUIREMENTS

- Clear Criminal Record check prior to the first day of work
- Clear Ministry of Child and Family Development Prior Contact Check prior to the first day of work
- Valid BC driver's license

EDUCATION & EXPERIENCE

- Certificate or Diploma in Human Services, Business Administration, Office Administration, or a relevant field
- Minimum of 3 years of experience in an administrative setting
- Minimum of 2 years working with Indigenous communities
- Experience in a Delegated Aboriginal Agency is an asset but not required
- Experience in an Indigenous and/or non-profit organization is an asset

MINIMUM REQUIRED COMPETENCIES

- Acute attention to detail with highly-developed organizational skills
- Excellent communication skills, with the ability to work with a variety of personalities and communication styles
- Strong organizational skills with the ability to prioritize tasks, and adjust workload to meet deadlines
- Excellent clerical skills, including filing and typing at a minimum of 50 words per minute
- Efficient work skills with the ability to meet time-sensitive deadlines with attention to detail and high-quality standards
- Ability to work independently and collaboratively under minimal supervision
- Intermediate to advanced skills in Microsoft Office and other IT platforms for word processing, databases, reports, and spreadsheets
- Handles confidential and sensitive information with discretion
- Knowledge and sensitivity to the historical and systemic impacts of intergenerational trauma on Indigenous families and communities from colonialism, residential school history, the sixties scoop, and association with the child welfare system

APPLY NOW

- Apply now on our website [[click here to apply](#)]
- We thank all candidates for their interest, but only those selected for screening will be contacted
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry