

Position: Case Management Accounting & Administrative Assistant/General Duties

Permanent Full-time Position

Ayas Men Men Child & Family Services Department; Squamish Valley, BC

Posted: January 25, 2012 Posting Closes: February 16, 2012



Human Resources
SQUAMISH NATION
Chen Chen Stway Human Resources

Reporting to Manager, Ayas Men Men Admin Services, this position exists to perform the accounting and clerical tasks associated with the case management function in Squamish Valley. The three primary responsibilities are: 1) to provide clerical support to the SV case social worker team 2) to forward data on new cases to North Vancouver for input into database and filing system 3) to perform accounting services relating to +/- 30 foster parent, child-in-care and family service case files. This position performs duties according to detailed Squamish Nation, provincial and federal guidelines, policies and procedures.

Typical Duties & Responsibilities:

- Performs reception function.
- Acts as the primary administrative support position for the Case Social Workers, Residential Care Social Workers, Therapists and Child & Youth Team in the Squamish Valley.
- Performs daily/monthly cheque requisition function for Squamish Valley Case Management office.
- Maintains filing and database systems for Child & Family Services in Squamish Valley office.
- Performs a variety of regularly-scheduled clerical duties.
- Adheres to workplace health & safety policies, safe work practices and procedures.
- Participates as member of Ayas Men Men Administration and Child & Family Services Teams.

Education, Level of Experience & Hiring Requirements:

- Certificate in Office Management, Office Administration, Accounting, or a relevant/related field from a recognized post-secondary institution.
- Plus minimum of One (1) year directly-related experience in the majority of specialties listed in the job description including office administration, form and letter writing and word processing.
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training and courses relating to admin/secretarial support, computer software, senior supports, etc.
- Experience as an intermediate user of the Internet and Microsoft Office Applications - Outlook (Email), Word, Excel, etc.
- Working experience with a large scale computerized database system.
- Experience with JD Edwards is an asset.
- Previous experience working in a First Nations Community (particularly Squamish) is preferred.
- Must have a valid BC Driver's License Class 4 or 5. Class 7N may be considered.
- Must have a reliable vehicle and current auto insurance.
- Must be able to provide a valid Criminal Records Check.
- Grade 12 plus Four (4) years may substitute for above education and experience.

A combination of education and relevant work experience may be considered for above education and experience.

Salary: As per Squamish Nation Performance & Compensation Strategy & competitive Benefits package.

Send Application To: Stephanie Nahanee
Human Resources
336 West 4th Street
North Vancouver, BC
V7M 1J1

Or Email: hr@squamish.net

Application Must Include:

- Cover Letter & Resume
- 3 letters of reference from direct supervisors
- Official copies of school records

No faxes will be accepted

ONLY APPLICANTS WITH RELEVANT TRAINING & EXPERIENCE WILL BE CONTACTED FOR AN INTERVIEW

Chen Chen Stway Human Resources
336 West 4th Street, North Vancouver, BC V7M 1J1 Tel 604-985-8335