



Job Posting

Team Assistant

Four Day Work Week, Government wages and Pension Plan, excellent benefits and more!!

Purpose of Position

Kw'umut Lelum Child and Family Services provide a continuum of culturally sensitive child centered programs to families, children and youth in nine communities. Under supervision of the Administrative Supervisor, the Team Assistant may provide support for family service, guardianship, resources, and child safety social workers by assisting them with some of the non-delegated day-to-day casework and administrative activities.

Job Overview

Key responsibilities include: assisting professional staff and delegated social workers with maintaining reports, records, documentation needs for cases, financial records and files. The Team Assistant is also required to assist in court processes and case management techniques, and have a good understanding of programs and community resources.

Job Duties and Responsibility Summaries:

- 1. Provides administrative support to the professional staff, delegated social workers, and Team Leader, by:**
 - Pulling file information at the request of a SW/professional staff/Team Lead.
 - Transcribing from handwritten or edited copies of reports to word processor to prepare documentation including: court documents, correspondence, reports, statistical tables and chronological records.
 - Photocopying documentation for court, logging incoming/outgoing correspondence and reports via fax and scan copies and distribute accordingly.
 - Maintaining Incident/FS and CS File Dashboards
- 2. Maintains accurate, up-to-date documentation by:**
 - Set up, organize and maintain Client files, General Filing Systems, update MIS and ICM programs as required,
 - Assisting with Public Trustee requirements.
 - Applying for medical coverage for child services files, updating medical forms.
 - Ensuring Placement Requests has been completed by the appropriate resource retaining file copy when a child/youth comes into care or changes resources.
- 3. Provides administrative services to the Team Leader, and professional staff by:**
 - Type, and/or proofreading to a high quality, a variety of confidential material, including letters memorandums, reports, and returns to the author for corrections and changes.
 - Acquiring for data or information to compile reports/Dashboards and tracking sheets for TL
 - Reviewing incoming and outgoing correspondence as required screening for anticipated supplementary information.
 - Support the work of the Receptionist in performing telephone and front desk duties as required.
 - Prepare meeting materials including Agendas, Venues, catering, attend meeting for the purpose of minute taking, transcribe and prepare meeting minutes, and distribute as directed.
 - Researches information on policy, procedures, and resources, such as procedures for a change of name, or RCMP file numbers for a victim assistance claims;



- Assists with Applications for Medical Coverage;
- Updates the Screens on intake, children's services, family services (such as name, location, legal content, key events) in ICM or on MIS;
- Assists with Applications for First Nations standards, for a birth certificates, for day care, and to the public trustee;

Staffing Criteria:

Cultural Knowledge:

- Knowledge of the unique and diverse traditional practices of the Coast Salish (Hwulmuxw Mustimuxw);
- Willing to learn and practice the values and teachings of the Coast Salish people in their work

Education and/or Occupational Certification:

- Post-secondary administrative training preferred.

Experience:

- A combination of 3 - 5 years of clerical/administrative support experience required

Knowledge:

- Proficiency with Microsoft Excel and Word and other related programs deemed essential to the management of the office, including ICM.

Skills/Abilities:

- Ability to organize and prepare high quality documentation that support the administrative functions of the Agency;
- Ability to communicate effectively both verbally and written; demonstrating KL's strength based, solution focused methods;
- Good interpretation skills, including the ability to get along with clients ability to network with other services and agencies;
- Ability to maintain confidentiality in accordance to applicable policies;
- Ability to set priorities to effectively manage fluctuating requests for support;
- Excellent time management and prioritizing skills

Proviso:

- Successful completion of security screening requirements of the BC Public Service; which includes a Criminal Record Check
- Must possess and maintain a valid BC class 5 driver's licence.

**Please apply by forwarding your resume and cover letter to:
Maria Kerman: mkerman@kwumut.org**

Deadline: Until position is filled

Only those selected for an interview will be contacted. Thank you for your interest!