



huuayaht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Part Time Position: Administrative Support Clerk

Location: Port Alberni Government Office

Salary Range: is based on education and experience

Authority Relationship: Director of Child and Family Wellness

Function and Job Summary: The Administrative Support Clerk is responsible for providing secretarial, clerical and administrative support in order to ensure that Child and Family Wellness services are provided in an effective and efficient manner with an accurate timely flow of people and information.

Key Accountabilities

The Administrative Support Clerk, Child & Family Wellness is accountable for:

- Greet guests and clients at reception and ensure welcoming and comfortable atmosphere
- Hospitality includes coffee, tea, water preparation and stock inventory
- Turn on phone, check voicemail, relay messages and to appropriate person
- Answer phone and direct calls to appropriate person
- Open non-confidential mail and packages (date stamp, record for tracking purposes, and distribute to appropriate person)
- Arrange for couriers & mail delivery
- Work with IT provider to address technology and computer issues
- Photocopy and scan documents as requested by team
- File and track correspondence
- Order supplies and track inventory
- Provide team with assistance as required
- Record meeting minutes as requested
- Schedule and track meeting room and van
- Interoffice pick-up/drop-off daily (includes POs, cheque req's, etc.)
- Maintain confidentiality at all times
- Other duties as assigned
- Provide administrative support to the Social Services Implementation Task Force

Operational Requirements

- Valid Class 5 Driver's License
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends



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- Successful background checks, employment verification, criminal records checks, reference checks, and education/credential verification

Education and Experience Requirements

- Office Administration certificate is preferred
- 2+ years' experience in the field of administrative support, ideally in a First Nations environment
- Ability to type 60 WPM
- Excellent oral and written communication skills
- Demonstrated ability to work independently and as part of a team
- Ability to work in a performance-focused, fast-paced environment in alignment with the HFN's values, culture and business goals

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org, by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide St., Port Alberni, B.C., V9Y 6N4. Please quote Administrative Support Clerk, Child & Family Wellness. Closing date for this position is June 24, 2019 at 4:00pm.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. Iisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- Iisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other