



Biidaaziiway Gamik is a unit of Sagkeeng Child and Family Services (SCFS). Sagkeeng Child and Family Services is committed to supporting the mental health and wellness needs of our children, youth, and families through evidence-based, culturally humbled, and informed therapeutic interventions.

SCFS is reshaping the way mental health wellness care is delivered in child and family services through the Biidaaziiway Gamik unit. Cultural practices and traditional healing will play a critical role in the Biidaaziiway Gamik's cultural program. As well, Biidaaziiway Gamik incorporates traditional healing with western healing, emphasizing person-centred care.

SCFS believes this to be an essential step to harmonizing two healing and treatment approaches.

As a unit of SCFS, Biidaaziiway Gamik supports Sagkeeng Child and Family Services' vision to strengthen and enhance the family unit by responding to the changing needs that reflect our culturally diverse community. Our goal is to provide quality services using a preventative approach to promote self-determination.

Based on the Core Values of Sagkeeng Child and Family Services, we strive to strengthen and maintain positive mental health and healthy connections by:

- Delivering child, youth, family, and caregiver mental wellness care with a focus on children and youth in care.
- Supporting the needs of everyone using a wholistic approach to mental wellness.
- Aiming to support children, youth, families, and caregivers by delivering care through Traditional Healing and Western Mental Health Treatment.
- Helping and supporting everyone achieve stability through active participation, in turn, successfully address safe, healthy, realistic, and manageable outcomes.
- Conducting assessments in a culturally sensitive, non-threatening manner to determine ways that increase participation in services and support the achievement of agreed upon goals. The assessment also identifies any issues of special relevance to various groups such as women, emerging adults, 2SLGBTQQIA+, or young children, as appropriate.

Office Administrative Assistant - Permanent Fulltime (Biidaaziiway Gamik)

All Sagkeeng CFS workers are expected to exhibit a commitment to the 7 Teachings: Respect, Love, Wisdom, Bravery, Truth, Honesty, and Humility. Sagkeeng CFS is committed to providing employment and professional development to Indigenous People.

Sagkeeng Child and Family Services (SCFS) is a First Nations CFS Agency who strives to recruit inspired, accountable, and driven individuals to join our diverse talented team of professionals. We are currently recruiting for an office administrative assistant for our Biidaaziiway Gamik department.

Qualifications:

- An administrative diploma from a recognized community college or a degree from a recognized university. Combination of child welfare experience and education may also be considered.
- 1 year demonstrated direct administrative experience.
- Valid class 5 driver's license and fully insured vehicle with \$2,000,000.00 liability insurance

Skills and Abilities:

- Ensure administrative activities are up to date, and accurate manner.
- Actively participates in the department's strategic planning sessions.
- Works cooperatively with all team members to support the achievement of work plan activities designed to achieve identified goals and objectives.
- Operates office equipment such as computers, fax machines, photocopiers, voice mail messaging systems and computer scanning equipment to complete department tasks.
- Performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings for the Management or staff.
- Coordinates and organizes department meetings and conferences including meeting rooms, sets up the room with audio-visual equipment and flip charts and tends to other requirements of department meetings.
- Completes internal and external correspondence, legal documents, form letters and other documents, and distributes them as directed; Coordinates any required repairs to office equipment.
- Develops, implements, and maintains agency procedures within the department.

Questions, Inquiries? Contact our Human Resources Department:
hr@sagkeengcfs.ca; Tel: 204 949 1649 or 204 367 2215 or apply on our website.