



SHOONIYAA WA-BIITONG
EMPLOYMENT OPPORTUNITY
FULL-TIME PROGRAM ASSISTANT
KENORA, ON

Shoonyaa Wa-Biitong is looking to fill the position of Program Assistant in the Head Office. This position works under the direction of the Program Supervisor. The position is responsible for processing, monitoring, and ensuring the security of all individual client and Youth files; ensuring that quality standards are met, and approved procedures followed. This position requires a high level of attention to detail, as this role is responsible for ensuring that quality assurance meets high level standards and funding agreements.

Duties:

- Manage and monitor all individual client and youth files as assigned within internal structure
- Responsible for protection of privacy of assigned files
- Perform internal financial checks that are compliant with organizational policies, practices, and procedures
- Report quarterly file status to appropriate manager
- Comply with organizational quality assurance systems for monitoring program files, including contracts, payment claims, documentation, and other qualifiers
- Promote and advocate quality assurance across the organization
- Ensure ongoing compliance with organizational and governmental standards
- Provide on-site support to external auditors
- Recommend, adopt, and incorporate quality methods into their work
- Contributes to team effort by accomplishing related results as needed

Qualifications:

Although Shoonyaa Wa-Biitong is looking for an individual with the qualifications as listed below, we prepared to consider an individual who has a keen interest in finance and the opportunity to be trained into the role.

- Ontario Secondary School Diploma or GED required, Post-Secondary Diploma in financial/business an asset
- Experience working within Finance department of a First Nation or Indigenous organization
- Experience and understanding of file maintenance, the ability to follow regulations, guidelines, policies and procedures
- Experience working with Adagio Software an asset, but Employer prepared to train
- Detail-oriented, analytical thinker with the ability to problem solve and work independently
- Excellent verbal and written communication skills
- Well organized with excellent time management and ability to multi-task
- Computer literacy, including effective working skills of MS environment
- Experience working in an Anishinaabe organization - ability to understand and speak Anishinabemowin an asset

Personal Attributes:

- A well-defined sense of diplomacy, including emotional intelligence and conflict resolution
- High degree of resourcefulness, flexibility, and adaptability
- Strong moral and work ethics, along with a commitment to privacy and confidentiality
- A strong team and team building orientation

Working Conditions

- The culture of Shooniyaa Wa-Biitong includes the practice of Anishinaabe traditional protocols within the work environment and involve cultural ceremonies and burning sacred medicines including tobacco, sweetgrass, sage and cedar and learning the Anishinabemowin language
- Occasional overtime
- Occasional travel within and outside Treaty #3 Territory
- Physical activity, including computer screen time, sitting and some lifting required – e.g. file boxes
- Manual dexterity required to use desktop computer and peripherals

The position situated at the Head Office of Shooniyaa Wa-Biitong in Kenora, On.

Please submit your resume with a cover letter by to:

Hiring Committee – Shooniyaa Wa-Biitong

P.O. Box 2909, 580 Lakeview Drive

Kenora, ON P9N 3X8

Fax: 807-468-1813

E-Mail: eaadmin@shooniyaa.org

Position Posted Until Filled

We wish to thank all applicants, however, only those selected for an interview will be acknowledged.