



Team Assistant

The Nuu-chah-nulth Tribal Council (NTC) Usma Family and Child Services is seeking a reliable, highly motivated Team Assistant to fill a permanent, full-time position. This position performs a variety of complex administrative duties for a Team of Social Workers utilizing MIS and ICM – two complex government systems. Based out of the Usma office in Port Alberni, this position is under the general supervision of the Usma Program Delivery Assistant.

Responsibilities Include

- ◆ Setting up and maintaining client records; ensuring computer information systems are updated
- ◆ Attending team meetings and recording minutes
- ◆ Opening and maintaining confidential client file records using case management database systems
- ◆ Preparing documentation/files for liaise or transfer with MCFD offices and other delegated agencies in BC
- ◆ Assisting in planning/organizing a variety of events
- ◆ Providing office backup to the Receptionist and other Team Assistants as needed

Preferred Qualifications

- ◆ Experience and or knowledge of ICM and MIS systems
- ◆ High school diploma/GED with additional post-secondary courses or certification in office administration is preferred
- ◆ 2 to 3 years of proven general office skills preferably acquired from working in an office administrative capacity
- ◆ Proficiency with PC computer software applications (e.g., MS Word, Excel, and outlook)
- ◆ Excellent verbal and written communication skills
- ◆ Able to act with tact and diplomacy, meet deadlines, and maintain effective working relationships
- ◆ Demonstrated ability to multi-task, plan activities, and prioritize workload
- ◆ Access to a car and possess a valid driver's licence
- ◆ Able to provide acceptable references and criminal record check
- ◆ Be willing and able to demonstrate compliance with NTC Vaccination Policy (COVID-19)

Competitive benefit package and salary based on qualifications and experience: Annual salary range \$44,000 - \$52,000.

Apply by **1 pm July 4, 2022** by sending your cover letter, resume and references (available for contact) to:



Nuu-chah-nulth Tribal Council
P.O. Box 1383, Port Alberni, B.C. V9Y 7M2
Attn.: Human Resource Manager
Fax: (250) 723-0463
Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Nuu-chah-nulth Tribal Council