



Manitoba Keewatinowí Okimakanak Inc.

Head Office

Nisichawayasihk Cree Nation
Nelson House, Manitoba
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■Thompson Sub-Office

206-55 Selkirk Avenue
Thompson, Manitoba
R8N 0M5

Winnipeg Sub-Office

Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1

JOB POSTING

Employment Opportunity – Thompson Office

Administrative Assistant – Wellness Team & Mobile Crisis Response Team

Manitoba Keewatinowí Okimakanak Inc. is seeking an organized, motivated individual to work under the supervision of the Mental Wellness Manager. The successful incumbent will be responsible for providing administrative support to the Mental Wellness Manager and keep them coordinated and provide additional supports with the Mental Wellness Program and the Mobile Crisis Response Teams in the areas development and implementation of office procedures and systems and assist with monitoring and maintain various filing and databases.

DUTIES AND RESPONSIBILITIES:

- Provides technical and administrative support to the Mental Health Wellness Manager regarding service agreements of Mental Health Wellness Teams with independent contractors or other contracted service providers.
- Tracking, monitoring and follow up of quarterly reports and payments with Wellness Team service providers.
- Maintain a data base of capacity development needs for Mental Health Wellness Teams and the Mobile Crisis Response Team members.
- Maintaining a directory of key stakeholders and community resources within Manitoba First Nation communities.
- Arranges travel logistics of the deployment plan for the Mobile Crisis Response Team Members and other Wellness Coordination Initiative employees.
- Facilitates travel expense claims, invoices and payments in conjunction with the finance department.
- Facilitates bulk correspondence on behalf of the Mental Health Wellness and Mobile Crisis Response Team members.
- Preparation of materials for conferences, assemblies, meetings and training events.
- Maintaining the filing system and current electronic forms for the Mental Health Wellness Teams and the Mobile Crisis Response Team members.
- Ordering and maintaining supplies and promotional items for the Mental Wellness and Mobile Crisis Response Team members.
- Must maintain a strict adherence to MKO policies regarding to the handling of sensitive and confidential information at all times.
- Assists other team members and carries out other duties as needed and assigned.

KNOWLEDGE AND SKILLS:

- Minimum 3 years of experience in an office/administrative environment.
- Post-secondary education in business administration or equivalent.
- Ability to set priorities, handle multiple tasks simultaneously and meet deadlines.
- Demonstrates strong initiative with the ability to work independently while functioning as part of a team
- Proficiency with MS Office, Internet, E-mail and other business related computer software is required
- Excellent organizational skills, attention to detail and follow through.
- A sensitivity and understanding of culture, language and issues relevant to First Nation communities
- A current police security clearance and satisfactory criminal records check including clearance to work with vulnerable men, women, youth and child intervention.
- Satisfactory child abuse registry check
- A valid class 5 driver license
- A willingness to travel

Salary will commensurate upon experience and qualifications. Interested candidates are invited to submit a cover letter, resume and two references by 4:00pm on January 21, 2022 to Dorothy Smith Email Dorothy.smith@mkonorth.com. We thank all applicants, in advance, and only those selected for an interview will be contacted.