



# 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 vehicle and possess a valid driver's licence.
- ◆ Able to provide acceptable references and criminal record check.

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



Apply by **1 pm May 21, 2024**, by sending your cover letter, resume, and three references (available to call) to:

**Nuu-chah-nulth Tribal Council**

Email: [apply@nuuchahnulth.org](mailto:apply@nuuchahnulth.org)

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.  
Candidates must be legally entitled to work in Canada to be considered for this position.*

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