



huuayaht

ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Full Time Permanent Dual Role Position:** Oomiiqsu Office Administrative Assistant

**Location:** Oomiiqsu, Port Alberni

**Salary:** \$42,000 - \$55,000

**Authority Relationship:** Director of Child and Family Wellness and Oomiiqsu Director

**Start Date:** April 1, 2024

### Position Summary:

**Working directly with the** Director of Child and Family Wellness and the Oomiiqsu Director, the Office Administrative Assistant will work in a fast-paced environment, providing a wide range of administrative support in a professional and efficient manner. Additionally, the Office Administrative Assistant will be responsible for providing reception support to the Child and Family Wellness and the Oomiiqsu Teams. This is a fast-paced role and the successful candidate must be able to take direction, work independently and work well under pressure. The successful applicant must also be able to recognize trauma-induced interactions and be able to successfully diffuse them.

### Key Accountabilities

The Office Administrative Assistant to the Child and Family Wellness and the Oomiiqsu Directors is accountable for:

- Providing efficient and effective administrative support to Directors, requiring strong initiative and judgment.
- Working closely with the Directors on projects as required and working with a high level of confidential information.
- Organizing meetings as requested by Directors.
- Assisting with gathering information and preparing monthly reports.
- Preparing documents for Directors.
- Maintaining spreadsheet of grants and reporting requirements/deadlines.
- Managing the Director's files.

### Within the receptionist role, the Office Administrative Assistant is accountable for:

- Operating the reception desk - receive, direct and relay telephone, fax and email messages for the Child and Family Wellness and the Oomiiqsu Departments.



# huuayaht

ANCIENT SPIRIT, MODERN MIND

- Logging all incoming and outgoing mail and interoffice mail for the Child and Family Wellness and the Oomiiqsu Department
- Greeting and directing Huu-ay-aht Citizens and Oomiiqsu clientele to the appropriate staff member or Department.
- Performing computer data entry; preparing correspondence.
- Developing and maintaining a current and accurate filing system within general receptionist duties.
- Monitoring and ordering office supplies for Oomiiqsu and Child and Family Wellness Department
- Working as part of a larger team for events, as requested by Directors
- Coordinating meetings and travel arrangements as requested by Directors and program staff.
- Other duties as requested by Directors
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.
- Maintain confidentiality and neutrality at all times.

## **Job Requirements and Operational Abilities:**

- Valid class 5 driver's license
- Class 4 driver's license an asset
- Standard First Aid and CPR
- Experience working with First Nations people
- Non-violent Crisis Intervention Training
- Cultural Sensitivity Training
- Some travel, including overnight and or weekends.

## **Education and Experience Requirements**

- Office Administration Assistant Certificate or certificate in related field.
- Current experience utilizing Microsoft Office, Word, Excel, Power Point, Teams and Calendars
- 3-5 years experience as an Administrative Assistant and Receptionist
- Excellent oral and written communication skills.
- Excellent organization and problem-solving skills.

## **Personal attributes:**

- **?iisaak / Greater Respect.** Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world and other peoples and communities. Working in a manner that reflects a commitment to client



# huuayaht

ANCIENT SPIRIT, MODERN MIND

service excellence and actively contributing to workplace well-being and a safe, healthy, and respectful workplace.

- **ʔuuʔatuk / Taking Care Of.** This is about caring for present and future generations and the resources the land, water, and the natural world provides. Working on pursuing organizational efficiencies, demonstrating an appreciation of the importance of resources, including the willingness to adopt new and more efficient working methods.
- **Hišuk ma ćawak / Everything is One.** A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land, and the wider world(s) in a physical, spiritual and social sense. Listening actively to the views of others, respecting, considering, and incorporating them. Working collaboratively and relating effectively to others and embracing and valuing diversity.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail attn. Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Administrative Assistant to the Director of Child and Family Wellness and the Oomiqsu Director. Closing date for this position is February 23, 2024.

**Appendix A**



# huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Vision** - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

## HUU-AY-AHT FIRST NATIONS VALUES

### PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

### RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

### HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

### EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

### Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

### SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other