

36 Elgin Street • 2nd Floor • Sudbury, Ontario • P3C 5B4

## INTERNAL POSTING

Deadline: Wednesday, April 25, 2018 at 4 PM

### EMPLOYMENT PACKAGE:

The following employment package contains information to apply for the full-time position of **Administrative Assistant**.

The package contains (for your information):

1. **Job Description "Administrative Assistant"**
2. **Application Screening Form**
3. **Scenario Questions**

Requirements for submission:

1. **Applicant's Resume & Cover Letter**
  2. **Completion of Application Screening Form**
  3. **Completion of Scenario Questions (3)**
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## **Job Posting: Bilingual Administrative Assistant**

**REPORTS TO:** Executive Director

**HOURS:** 35 hours weekly, daytime hours with some evenings



### **POSITION SUMMARY:**

Working with the Executive Director, the Administrative Assistant will assist with general office duties as needed and provide administrative support within the programs at NISA.

### **DUTIES AND RESPONSIBILITIES:**

#### **Provides administrative support in all programs at NISA:**

- Participate in scheduled meetings as required
- Record minutes for various meetings including staff, coordinators & membership meetings
- Assist with member events (i.e. Holiday party, raffles, art shows, etc.)
- Provide reception, answer NISA telephone, lead membership tours, etc.
- Participate in fundraising activities
- Process financial documentation and work collaboratively with Bookkeeper
- Prepare display materials for promotion (i.e. pictures, posters as required)
- Type and proofread correspondence, forms and other documents
- Receive and forward telephone or electronic enquiries
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
- Sort, process and verify applications, receipts and other documents
- Process incoming and outgoing mail manually or electronically
- Input and compile data, statistics and other information
- Provide general information to members and the public
- Order office supplies and maintain inventory
- Purchase kitchen and maintenance supplies as required
- Service office equipment and arrange for servicing in the case of major repairs
- Photocopy and collate documents for distribution, mailing and filing
- Other duties as assigned

**Forwards the concepts of peer support practice and understands and implements a recovery-oriented philosophy in all job duties.**

#### **Avails self of opportunities for professional development:**

- Bringing forward training needs and takes responsibility for seeking out relevant training opportunities
- Participates in workshops and seminars as required
- Participates in Coordinators meetings and staff meetings
- Participates in the performance review process

#### **Works within the Policies and Procedures of NISA/Northern Initiative for Social Action**

### **ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Carrying out all duties of the Administrative Assistant in a moral and ethical manner
- Being present at the scheduled time of the day ready for the performance of duties
- Being ready emotionally and physically to perform duties
- Be available to work varying shift days
- Be willing to work within the guidelines outlined in NISA's Core Values of Peer Support

### **QUALIFICATIONS**

- **Lived experience within the mental health system**
- A diploma, degree or Canadian equivalent in health or a related discipline (Social Service Work, Social Work, Psychology, Humanities, Social Sciences) is considered an asset
- Minimum of 1 year of related administrative experience

- Familiar with the goals and objectives of NISA/ Northern Initiative for Social Action
- Have working knowledge of mental health service agencies, including consumer/survivor organizations in Ontario
- Completion of Wellness Recovery Action Plan (WRAP), Non-Violent Crisis Intervention Training (NVCIT) and other Peer Support training is strongly preferred
- Completion of Standard First Aid with CPR, WHMIS, Workplace Accessibility and Prevention of Violence and Harassment in the Workplace Training is preferred
- Computer experience, including an ability to use Word, Excel, Publisher and email/internet technologies
- Typing speed: 41 - 60 wpm
- Written and verbal proficiency in both official languages is essential
- Have own vehicle and valid drivers' license

The statements contained in this job description reflect general details as necessary to describe the principal functions of duties, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. This position is currently under review and may be subject to change.

NISA is an organization run by and for consumers of mental health services. We develop occupational skills, nurture self-confidence and provide resources for recovery, by creating opportunities for participants to contribute to their own well-being and that of their community. NISA is strongly committed to employment equity within its organization. We welcome applications from all qualified candidates, including people with lived experience of mental illness, women, Aboriginal people, people of colour, persons with disabilities and members of sexual minority groups. Members of these designated groups are encouraged to self-identify. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please complete the employment package and submit via email to the attention of:  
 Human Resources  
 NISA/Northern Initiative for Social Action  
 36 Elgin Street, Sudbury ON, P3C 5B4

Email address: [hr@nisa.on.ca](mailto:hr@nisa.on.ca)

**DEADLINE: Wednesday, April 25 by 4PM EST**

## JOB APPLICATION SCREENING

Please fill out the following form and attach to your resume.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>JOB COMPETENCIES</b>	<b>Yes or No</b>
<b>Educational Preparation:</b>	
Do you have a diploma, degree or Canadian equivalent in health or a related discipline (Social Service Work, Social Work, Psychology, Humanities, Social Sciences)	
Have you completed a WRAP (Wellness Recovery Action Plan)?	
Have you completed NVC (Non Violent Crisis Intervention) training?	
Do you have current Standard First Aid with CPR training?	
Have you taken Peer Support Employment Training?	
<b>Language Capacities:</b>	
<b>Are you bilingual (English and French)</b>	
Do you speak another language along with English or French? If so, indicate which language.	
<b>Experience and Knowledge :</b>	
Do you identify as a consumer and/or someone with lived experience of mental illness?	
Do you have <u>at a minimum</u> 1 year experience working in an administrative capacity?	
Can you type 41-60 wpm?	
Do you have knowledge of Peer Support practice?	
Are you knowledgeable of community resources in Sudbury/Manitoulin?	
Are you knowledgeable of pertinent legislation affecting members? (e.g. Mental Health Act, Ontario Works, Tenant Protection Act?)	
Have you demonstrated the ability to work effectively with a wide variety of professionals?	
Are you interested in working as part of a team?	
Are you able to work independently in a non-structured environment?	
Are you able to work flexible hours?	
Do you have a strong belief in a member-driven services?	
Do you have a non-judgmental attitude towards individuals who have various social locations due to race, gender, sexuality and ability?	
Have you demonstrated the ability to establish and maintain good working relationships with members, colleagues, and the community at large?	
<b>Do you have your own vehicle and a valid Canadian class G driver's license?</b>	

Note: Misrepresentation shall disqualify you from employment or be considered just cause for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## SCENARIO QUESTIONS:

**Position:        Administrative Assistant**

**Please answer the following questions in 200 words or less (please answer on separate page):**

1. The Recovery philosophy is promoted at NISA. Describe your knowledge of Recovery in mental health and how you would promote recovery-oriented practice to a new member signing up for our programs?
2. You have a tight deadline for a project, however, someone has come in to talk to you about a personal issue. How would you handle the discussion so that you are able to provide support as well as carry on with your project?
3. Communication amongst team members is an essential tool to promote team unity. Describe a time when connecting with a team member was a challenge. How did you work towards improving your communication with that person and what was the outcome?