



Saddle Lake Wahkohtowin Child Care Society

Job Title:	Office Manager	Job Category:	Wahkohtowin Society
Department/Group:	Saddle Lake Wahkohtowin Band Designate Office	Job Code/Req#:	#005-SLWS-2023
Location:	Saddle Lake, AB	Travel Required:	Travel Required
Level/Salary Range:	Salary Grid	Position Type:	Permanent Salary
Reports To:	Director	Date Posted:	August 23, 2024
Job Description			
<p>The Office manager will be responsible for planning and overseeing administrative support and office services for the Saddle Lake Wahkohtowin Society Band Designate office. This includes coordinating and communicating office activities, reception duties, including ordering office equipment and or supplies/stationary and general trouble shooting. The Office Manager will be responsible for the overall operations and safety requirements of the Band Designate office and assets.</p> <p>CORE COMPETENCIES</p> <ul style="list-style-type: none">• Kisteyihtowin (Respect) – to ensure all are treated well with respect and dignity.• Miyo wicohtowin (Getting along with others) – develop and maintain professional relationships with others.• Ta powakeyihitamowin (Humility) – adheres to the code of conduct and ethics of Saddle Lake Cree Nation.• Wiyatikweyimowin (Create happiness) – assist individuals to recognize positives, values and beliefs.• Kisewatitatown (Kindness) – provides support to all members of Saddle Lake Cree Nation• Natapowakeyihitamowin (Faith) – inherent right to culture and language• Wahkohtowin (Kinship) – Honoring the relations and bonds with parents, siblings and extended relatives living on Turtle Island.• Kanateyimowin (Cleanliness) – ensure non-judgmental service delivery.• Nanaskomowin (Thankfulness) – appreciate and create positive partnerships with children and families.• Wichitowin – (sharing) – share knowledge through open communication.• Sohkeyihitamowin (Strength) – ability to manage the sensitive nature of one’s work.• Miyo opikinawasiwin (Good child rearing) - guidance and protection of the sacred gift of children and take ownership of individual roles.• Liyatateyihtomowin (Hope) – ability to use our cultural teachings to heal families.• Kanaweyimikosiwin (Ultimate Protection) – Honoring and keeping the circle sacred of Saddle Lake Cree Nation• Maminaweyatatowin – maintain all processes are completed in a timely manner. <p>ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none">• Manage and oversee the budget for Office and Facilities management;• Coordinate departmental programs, such as meeting space, seminars, workshops, special projects and events;• Supervise all staff working at the site;• Answer and manage inbound telephone inquiries;• Arrange and attend Director’s meetings and Board meetings as required;• Working closely with Executive staff; assist, coordinate meeting and events for Wahkohtowin;• Ensure adequate supplies of office stationary, general office supplies, office furniture and other equipment and tracks as needed including inventory;• Approve office furniture and supplies expenses for the Band Designate office;• Coordinate office seating arrangements for business units and assign desks, phones, and other assets as necessary;• Manage and ensure payment of office billings are requisitioned and sent off to Wahkohtowin finance in a timely manner;• Perform job delivery and/or performance with positive service delivery to clients, the public and coworkers as a integral requirement;• Participate in the quality improvement process;• Coordinating travel/accommodation of staff and upper management as required;• Attend regular training and development opportunities to maintain an up-to-date knowledge of Child Welfare.			



- Attend scheduled monthly meetings.
- Ensure the office facilities are in compliance with safety policies/regulations such as fire codes, handicap access and local laws;
- Communicate the organizations safety policies in accordance with applicable federal/provincial safety standards and local laws;
- Monitor inbound and outbound shipping & receiving;
- Other duties as required.

REQUIREMENTS (*MUST PROVIDE)

- Intervention Record Check*
- Criminal Record Check*
- Resume & Cover Letter*
- Have non-judgmental attitude and supporting the confidentiality of the Society, is imperative.
- Signatory on required documents from Human Resources; such as, but not limited to, Oath of Confidentiality and Code of Conduct.

PREFERRED SKILLS

- Proficient computer literacy in Microsoft office
- Good planning and organizational Skills
- Excellent interpersonal skills and communication (written and verbal)
- Cultural Protocols;
- Be able to have the ability to work independently and also work as a team member.
- Honest, ethical, and dependable;
- Exhibits professionalism at all times;
- Strong sense of responsibility and accountability;
- Be able to have the ability to work independently and also work as a team member
- Independent decision making and problem-solving skills;
- Knowledge and proficiency of administrative, clerical, office procedures and systems;
- Strong knowledge of accounting procedures involving procurement, travel, budget management;
- Direct working knowledge of operations;
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items;
- Able to maintain filing systems, databases, and basic diary and minutes management;
- Knowledge of local and federal regulations and ordinances;
- Adheres to organizations security and confidentiality policies;
- Maintain knowledge of current legislation, standards and practices, including Indigenous cultural protocol and practice;
- Ability to learn terminology and follow policies and procedures;
- Good interpersonal and communication skills is a must;
- Meticulous records maintenance skills;

EDUCATION AND BACKGROUND

- High School Diploma or General Education Degree (GED) required.
- Business Related Diploma/Degree or minimum of 3 years supervisory experience.
- Minimum of one (1) year of Child Welfare and family support related experience.

THERE IS A SIX-MONTH PROBATIONARY PERIOD FOR THIS POSITION.

- The Office Manager will report directly to the Director.

A personal resume and cover letter including submission of Job Requirements, will be accepted until September 06, 2024 at the close of the business day. Electronic mail, email submissions will be accepted until 11:59 p.m. on September 06, 2024.

Email nora.cardinal@wahkohtowin.ca

Note: Only those applicants selected will be contacted
Wahkohtowin Society (780) 726-7616

DEADLINE DATE: September 06, 2024

(in office delivery before 3:00 p.m. or email received before 11:59 p.m.)