



## Employment Opportunity **TEAM ASSISTANT**

Reference No. LS-ADM-TA-0523

**PURPOSE:** Reporting to the Office Manager, the Team Assistant supports the administration team at Lalum'utul' Smun'eem by working collaboratively with various delegated programs and teams. The Team Assistant will assume limited delegated authority under Child, Family and Community Service Act in order to support social workers in their administrative responsibilities. This position is a full-time permanent position and works primarily in the office and community with moderate local travel.

**COMPENSATION AND BENEFITS:** Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid training, paid vacation and paid sick leave. Depending on experience, the position starts at \$26.44-\$28.04 per hour (\$48,118.98-\$51,023.70 annually).

### **RESPONSIBILITIES:**

*Support Social Workers in their Administrative Responsibilities*

- Update and maintain the department's internal tracking list of all social workers' caseloads
- Support Social Workers in purchasing items for clients, with purchase orders
- Support with Medical Services Plan (MSP) registration, birth registration, status registration and extended benefits registration for children in care
- Support in updating children in care placements in Management Information System (MIS)
- Support with Integrated Case Management System (ICM) "to-do" list
- Provide support in agency system updates such as ICM, MIS, TIFIS, and CRMS
- Tracking Children in care's birthdays and notifying the assigned social worker
- Support in entering purchase orders in TIFIS for approval from the Office Manager
- Track and distribute bus passes, gift cards, purchase orders, activity passes, etc.
- Other related duties

*Provide Administrative Support to all LS Teams*

- As directed, help purchase and arrange furniture for families
- Support organization and planning for community events
- Scan signed and completed purchase orders for electronic filing
- Track and manage vehicle bookings, portable bookings, and meeting room bookings
- Prepare external communication documents, such as the Caregiver Newsletter
- Other related duties

### **EDUCATION AND EXPERIENCE: (please attach all required documents)**

- High School Diploma or upgrading equivalent, with a certification in office administration or a related field required; post-secondary courses or a diploma in a related field considered an asset
- 2-3 years' of demonstrated office administration experience, preferably in a Child and Family Services environment, or clinical office setting
- Experience working in an Indigenous community preferred
- Valid BC Driver's License is required & a clean drivers' abstract
- Current Criminal Record Check;
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. Employees must show Proof of Vaccination as a mandatory condition of employment.



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**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Lalum'utul' Smun'eem Child and Family Services and the programs and services offered;
- Knowledge of the Child, Family, and Community Service Act and other applicable legislation;
- Knowledge of Cowichan culture, language and teachings;
- Proficiency with computer software applications including all Microsoft Office programs and Outlook;
- Tact, patience and the ability to cope with difficult and stressful situations;
- Pro-active planning, establishing priorities and time management;
- Ability to work effectively in a multi-disciplinary environment with other staff, community members and service providers.
- Ability to occasionally work flexible hours

**HOW TO APPLY:** Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email before the deadline with the Reference No. in the subject line of your email.

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Cowichan Tribes Human Resources Department

**Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)**

**Website: <http://www.cowichantribes.com/employment>**

**Deadline: 4:00 p.m. Thursday, June 8, 2023**