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# Client Records Clerk (Legal) - Sudbury

**Employer:** Nogdawindamin

**Posted:** 13 months ago

**ES Job ID:** 3924

**Sector(s):** Office & Administration, Social Services

**Closing Date:** March 24, 2023

**Location:** Sudbury

**Duration:** Full Time , Temporary

## Job Description:

NOGDAWINDAMIN Family and Community Services, a designated Indigenous Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire FULL-TIME CONTRACT TO MARCH 31, 2024

CLIENT RECORDS CLERK (LEGAL)

LOCATION: SUDBURY

Salary Range: \$38,625.00 to \$47,445.00

Proposed Interview Date: Week of April 3, 2023

Reporting to the Team Supervisor, the Clients Records Clerk - Legal, provides a complete range of administrative support services to Agency teams.

## Required Skills:

- Administrative Assistant or Related Diploma
- Two (2) years' experience in an administrative position within a First Nation or Indigenous Social Services Agency
- Experience working with Aboriginal people, organizations, and communities
- Equivalent combination of education and experience may be considered

## Requirements:

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

## How to Apply:

Please submit a job related resume and cover letter along with three work related references by:

Friday, March 24, 2023 - 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services

210B Gran Street, Batchewana First Nation, ON P6A 0C4

Email: [hr@nog.ca](mailto:hr@nog.ca)

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at [www.nog.ca](http://www.nog.ca)

### SAULT STE. MARIE

[WEBINQUIRYSSM@SAULTCOLLEGE.CA](mailto:WEBINQUIRYSSM@SAULTCOLLEGE.CA)  
705.945.0705

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### BLIND RIVER

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Nogdawindamin Family and Community Services has been in operation for over 30 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process.

JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, OMERS PENSION AND  
A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.

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