



# Employment Opportunity

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**JOB TITLE:** Administrative Assistant (**Summer Student position**)  
**SUPERVISOR'S TITLE:** Shelter Manager / Program Manager

Native Men's Residence (Na-me-res) seeks a student to be employed under the Summer Career Placement Program. This program provides practical training through employment experience.

## Job Outline

Shelter Administrative Assistant will be responsible for various administrative tasks such as maintaining weekly statistics and preparing reports. In addition, the Shelter Administrative Assistant is responsible to assist client care workers and aid support in planning social recreational activities.

Through the use of in house training and formal training initiatives, the Shelter Administrative Assistant reports directly to the Shelter Manager.

## Specific Responsibilities

- Provides case management assistance
- Maintains statistical data
- Provides support for group activities and related social recreational events for men
- Assisting to address the basic needs
- Assisting to maintain accurate and up-to-date case files
- Provides written reports as requested
- Participates and attends individual and team meetings
- Participates in hands on and formal training
- Other related duties as assigned within program mandate

## QUALIFICATIONS:

- Be a minimum of 18 years of age,
- Must be registered to return to school in the fall,
- Have some previous experience in social services setting,
- Understanding of Native culture and in urban Native issues,
- Have good oral and written communication skills.
- Ability to function within a team
- **Must be registered with Miziwe Biik Aboriginal Employment and Training.**

**Na-Me-Res** encourages Aboriginal applications (First Nation, Metis, Inuit and those who self-identify). We thank all applicants however only those selected for an interview will be contacted. Na-Me-Res encourages applications from all qualified persons. *If you are invited to an interview and require accommodation we will make every effort to accommodate you.*

**Please Note:** Candidates will be required to present a CPIC to the hiring committee after the candidate has been successfully hired in the position.

**If you are interested, please submit an updated resume and cover letter to:**

Human Resource Manager

[jobs@nameres.org](mailto:jobs@nameres.org)

Fax: 416-652-3138

**APPLICATION DEADLINE: April 23, 2018 AT 12PM.**

Service  
Canada

**MIZIWE BIIK**  
**ABORIGINAL EMPLOYMENT AND TRAINING**

