**\*\*CALL OF INTEREST \*\***

**THE MI’GMAQ CHILD AND FAMILY SERVICES OF NEW BRUNSWICK INC.**

The Mi’gmaq Child and Family services of New Brunswick Inc. (MCFSNB) is doing a call of interest for a pool of candidates for **Foster Home Recruitment Assistant** in **Bouctouche First Nation**. A pool of qualified candidates will be created in anticipation of future vacancy.

**Foster Home Recruitment Assistant Bouctouche First Nation:** The purpose of this position is to provide general administration services to the Foster Homes Service Worker and Management Team of the organization in keeping with sound office administration practices, the organization’s policies, and program requirements.

**KEY RESPONSIBILITIES:**

* The Foster Home Recruitment Assistant is expected to be highly skilled in working with Office Administration Systems such as Microsoft Office Suite in order to assist with preparation of reports, proposals, communiques, letters, brochures, and presentations.
* On-going recruitment – community engagement sessions
* Reaching out to different organizations in the communities and participate in community events (i.e., Health Fairs)
* Help with the organization of events for foster parents (Foster Parent Appreciation Dinner)
* At time may be asked to maintain long term, short term, emergency, and respite foster care home files. (i.e., home visits, ensuring forms and documents are up to date)
* Provides coordination services in support of program and service delivery.

**ESSENTIAL QUALIFICATIONS:**

* Graduation from a recognized post- secondary training institution in an Office Administration Program with experience working in office administration
* Considerable knowledge of First Nation socio-economic realities and the provision of culturally safe care.
* Computer skills in Microsoft Office and social media
* Excellent written and oral communication skills
* Client Service orientation
* Ability to multi-task and prioritize

\*\* An equivalent combination of training education and experience may be considered for this position.

\*\* Travel throughout assigned communities can be expected for this position

\*\* Preference may be given to candidates of Indigenous ancestry

**SALARY RANGE:**

$736.00 to $939.50 weekly as well as competitive pension and benefit programs.

**Those candidates interested in applying for this position are invited to submit a resume demonstrating their relevant qualifications to Kelly Dennis, Human Resources Manger at:** **kellydennis@nb.aibn.com** **no later than October 4, 2022**