Eagle Lake First Nation

INTERNAL EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT/INTAKE WORKER

JOB TYPE: FULL-TIME) – PERMANENT
WAGE: $50,000.00 - $60,000.00
DEADLINE: JANUARY 21, 2026

Child & Family Services is seeking a highly organized and compassionate Administrative Assistant / Intake Worker to support our team and the families we serve. This position combines front-line reception and intake duties with day-to-day administrative support to help keep our office running smoothly and ensure families receive timely, respectful service.

DUTIES AND RESPONSIBILITIES:

- Greet clients, families, and visitors in a professional, welcoming manner.
- Answer phones, respond to general inquiries, and direct calls to appropriate staff.
- Complete intake forms, gather initial information, and schedule appointments.
- Maintain up-to-date client files (electronic and paper), ensuring accuracy and confidentiality.
- Data entry, filing, photocopying, scanning, and managing incoming/outgoing mail.
- Provide administrative support to Director of Social Services and Child & Family Services staff (meeting minutes, letters, forms, budget requests, reports).
- Track referrals, services, and follow-ups as directed by supervisors.
- Help coordinate meetings, case conferences, and travel as needed.
- Maintain office supplies and support basic office systems (printers, supplies orders, etc.).
- Follow all organizational policies, including confidentiality, privacy, and records management.

QUALIFICATIONS:

- Diploma in Social Work, Mental Health, or related field.
- Experience in mental health crisis intervention and/or addictions.
- Strong interpersonal, communication, and crisis de-escalation skills.
- Knowledge of Anishinaabe culture and wellness practices.
- Valid driver's license and CPR/First Aid (or willingness to obtain).
- Must pass a Vulnerable Sector Check.

Preference will be given to registered ELFN Band members. If you are interested in this position, please drop off or submit your resume including 3 references to:

Attention: Human Resources Manager
E-mail: Riza.Klassen@migisi.ca
P.O. Box 1001
Migisi Sahgaigan, ON
P0V 3H0
Ph: 807-755-5526 x 228
Fax:807-755-5696

We recognize that not all candidates will meet every listed qualification; however, individuals with comparable experience and relevant skills are encouraged to apply and will be given full consideration. We thank all applicants but only candidates selected for an interview will be contacted.