



ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community. Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

We are proud to be recognized as one of Manitoba's Top Employers of 2024. This honour distinguishes Turning Leaf as a leader in our industry, and as one of the top places to work in the province.

WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

MAKE AN IMPACT

Being a part of the Turning Leaf team means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time, and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

New Hire Incentive Program: Full/Part-Time new hires will receive a \$200 bonus after six months of employment.

JOB SUMMARY

The Indigenous Services Administrative Support Assistant contributes to the efficient operations of Turning Leaf's Indigenous Services programs. The Indigenous Services Administrative Support Assistant will perform various administrative duties and participate in various Indigenous ceremonies.

It is a fast-paced role that interacts with all divisions within the Agency and provides the opportunity to be innovative and make an impact.

ESSENTIAL REQUIREMENTS

- 18 years of age or older
- Cover letter and update resume
- Current Clear Criminal Record check with Vulnerable Sector Check (no older than three months).
- Current Clear Adult & Child Abuse Registry checks (no older than three months)
- Completion of High School or GED
- Completion of Post-Secondary in Business Administration (Certificate, Diploma or Degree) as an asset.
- Minimum two years of related work experience.
- The ability to work in a fast-paced environment, with a focus on achieving positive results.
- Ability to read, analyze and interpret general information and data.
- Valid Class 5 drivers license and access to a vehicle is considered an asset.
- Empathetic to those experiencing mental health and cognitive challenges.

QUALITIES AND QUALIFICATIONS

- Knowledge around Indigenous culture and practices
- Ability to demonstrate proficiency in Microsoft Office (Word, Excel, Power Point and Outlook).
- Strong verbal and written skills, with the ability to be sensitive and provide due diligence in handling difficult or delicate situations.
- Excellent oral and written communication skills with the ability to handle multiple projects and priorities in a professional and timely manner.
- Strong organizational, multi-tasking, decision-making, and time management skills
- Solutions-oriented and the ability to think creatively and critically.
- A self-starter with the ability to take initiative and work well independently and on a team.
- Ability to interact with all levels and skills of personnel, treat all with dignity and respect, open and receptive to their needs.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Acting as the point of contact for information concerning all Indigenous Services activities.
- Checking and responding/redirecting voice mails
- Reply to general information requests with the accurate information.
- Managing day to day Indigenous services programming
- Control and recording of petty cash for the Indigenous Services
- Event planning for ceremonies
- Scheduling events for Elder
- Other duties as assigned.

BENEFITS

- Salary paid
- Health Benefits immediately
- GRRSP Program (optional)
- Paid Wellness Time
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Assistance Program (EFAP)
- Accrual up to 15 days vacation

HOW TO APPLY

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their resume to careersmb@tsservices.ca. We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf Services is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. Turning Leaf offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.