



## **POSITION TITLE: Records Management Coordinator**

**TERM: Full Time, Temporary**

**SUPERVISOR: Director of Operations**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework. casework.



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### **Job Summary:**

The Records Management Coordinator accurately maintains and manages client files in accordance with agency standards and procedures, maintaining strictest confidentiality. The Coordinator is the guardian of the Agency's important records about individual cases. The Coordinator develops good relationships with all staff in the agency and is able to be flexible to adapt to changing priorities and workload demands.

### **Qualifications:**

#### **Education and Experience:**

- High School diploma or equivalent;
- Two to three years' experience in Medical or Office Filing;
- One to two years' experience in office administration;
- Experience and knowledge of local aboriginal communities and their needs an asset.

#### **Skills and Abilities:**

- Strong team orientation, maturity, professionalism and customer service attitude;
- Good oral and written interpersonal and communication skills;
- Strong File Management skills;
- Strong administrative and organizational skills;



- Ability to use resources, be innovative and use initiative to solve problems;
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Creative Cloud, and Social Media web platforms;
- Ability to self-regulate, meet deadlines, have attention to detail with strong accuracy and prioritize multiple demands
- Recognizes and respects all cultural diversity and has an understanding of local Aboriginal culture and traditions.

### **Working Conditions:**

- Some heavy lifting may be required;
- Travel to multiple locations may be required;
- Hours of work are nonstandard and connected to services and community needs;
- Receives regular supervision with direction and checks of the work performed.

### **Conditions of Employment:**

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's License, class 5 with no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements;
- We offer a modified work week schedule, time off at Christmas, team days, cultural training, elder support and a great team to belong to!

### **Directly Supervises:**

- None

### **Pay Grade:**

- starting wage \$26.68 hourly.

## **SUBMIT COVER LETTER and RESUME**

Human Resources Department

[hr@secwepemcfamilies.org](mailto:hr@secwepemcfamilies.org)

Posted Until Oct 13, 2023

153 Kootenay Way, Kamloops, BC V2H 0E6

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.