



June 21, 2023

Kitchenuhmaykoosib Inninuwug Dibenjikewin Onaakonikewin (KIDO) Maamao Dibenjikewin Kanawaabajikewin (MDK)

KIDO, the “KI Family Law”, has a vision is to create healthy self, healthy family, and healthy community. The emphasis of service is on family healing and maintaining connections within families and the community. KIDO’s mission is that our dibenjikewinan (families) can raise our awaashishag (children) and oshkaadizag (youth) in healthy homes.

DATA ENTRY CLERK (2 Position located in KI)

POSITION SUMMARY

The **Data Entry Clerk** will enter information into the KIDO Service Model Database System as well as completion of forms and provision of data entry services for frontline staff. This position will report to the KIDO Assistant Director.

QUALIFICATIONS

1. Basic understanding of databases and of IT applications at the workplace.
2. Comprehensive clerical training and/or experience and knowledge of MS WORD and EXCEL.
3. Accurate typing skills, word processing, and computer work experience.
4. Ability to learn and possessing the capability to apply multi-step procedures of data entry.
5. Must be personable, professional, and reliable for attendance to work.
6. Good communication skills and ability to speak Anishiniimowin is preferred.
7. Effective time management skills and ability to complete assigned duties on own.
8. Good personal qualities such as dependability, to maintain work matter confidentiality, and ability to perform highly detailed work while maintaining accuracy.
9. Must be able to work in a team setting and to multi-task when required.
10. Working knowledge of KIDO and the MDK Service Model, including the mCase DataBase System.
11. Preference will be provided to applicants who have experience and understanding of KI history, which includes traditional culture, and the impacts colonization has had on the community; however, applicants without this knowledge and experience will receive required training and a textbook on the community.



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12. Must carry out KIDO principles, including the Mission and Vision Statements, and values.
13. Criminal Record Checks, including a Vulnerable Sector Check, are mandatorily required.
14. Ability to travel is required (Sioux Lookout, Thunder Bay, and other destinations).

DUTIES AND RESPONSIBILITIES

1. Answering the telephone and inputting caller information into KIDO mCase Database System.
2. Must work closely with frontline staff, especially as it relates to detail on data entry.
3. Must manage various hard copy forms and agreements and to ensure that same are sorted and uploaded onto the database system so that they can be easily accessed by staff.
4. Perform regular backups to ensure data preservation.
5. Follow and understand KIDO Program and Service policies and procedures, especially as it pertains to the MDK Service Model.
6. Participate in all facets of training provided by the KIDO Training Unit, including core competency training.
7. To maintain confidentiality while in the performance of work duties relative to the Oath of Confidentiality.
8. Other duties as required.

NOTE: The hiring committee will consider it favourably when the candidate themselves is from KI and have local knowledge of the community, reserve life, and culture. For example, they know and have a relationship with the homelands, know KI spirituality, know the prayers, the landscapes, the waters, the people, the way we view our elders, the challenges of living in a remote reserve and can show a commitment to helping awaashish, oshkaadiz egwa dibenjikewinan of KI. It will also be an asset if the candidate can walk their talk, for example, lives a healthy lifestyle themselves and have a healthy dibenjikewin life.