

Melissa Sutherland

165 Balsam Street North

Timmins, ON P4N 6G8

msutherland1981@gmail.com

(705) 274-1028

offer extended

NAN Legal Services

86 Cumberland St. South

Thunder Bay, ON

P7B 2V3

Dear Sir or Madam:

Please accept my cover letter and the attached resume as formal application for a position within your organization.

I am currently enrolled with Northern College of Applied Arts and Technology in the Law Clerk program completing my first year. My hope is that your organization would consider hiring me for any related position that may come available so that I can apply some of the skills I have learned in my chosen field. I would even consider summer employment if available. I feel exposure to the various programs and services your organization provides to the First Nations will not only enhance my learning but will provide me with additional skills necessary to become a Law Clerk.

With ten years of experience as an Office Receptionist with Taykwa Tagamou Nation, I offer your organization excellent customer service, interpersonal and communication skills, as well as, a genuine understanding and respect for the need of client confidentiality. You will find me to be a very organized individual who is able to prioritize tasks. I am highly experienced within computerized work environments and able to maintain both electronic and manual filing systems. Having worked efficiently with a large professional staff, I am confident in my abilities to provide quality performance in any task assigned to me.

Thank you for considering my application and I would welcome the opportunity to discuss my qualifications with you at your convenience. I can be reached at the above number to set up an appointment.

Sincerely,

Melissa Sutherland

Encl.

MELISSA SUTHERLAND

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Timmins, ON P4N 6G8
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OBJECTIVE

To secure full-time employment in the legal field.

SUMMARY OF SKILLS

- Administrative and clerical experience
- Physically capable, motivated, excellent work ethic
- Experience handling cash transactions
- Good time management abilities
- Computer literate
- Excellent communication, interpersonal, and organizational skills
- Experience working in a multicultural environment
- Valid class G driver's license and own vehicle

WORK HISTORY

Room Attendant

2017 – 2018

Hampton Inn – Timmins, ON

- Responsible for cleaning rooms; dusting, sweeping, mopping, making beds, cleaning bathrooms, and replenishing supplies

Bookkeeper (Stores Dept.)

2015 – 2017

Air Creebec – Timmins, ON

- Entered data/plane part numbers, serial numbers; organized stock
- Created and maintained files
- Responsible for photocopying and faxing documents
- Answered telephone inquiries; prepared documents and packages for shipping
- Kept a clean work space

Housekeeper

2015

Detour Lake Gold Mine (Domco) – Cochrane, ON (remote camp)

- Cleaned
- Organized stock
- Team work

Ramp Attendant

Air Creebec – Timmins, ON (summer position)

2013

- Loaded and unloaded baggage from aircraft/drove Kubota; aircraft marshalling
- Team work

WORK HISTORY (cont'd)

Receptionist / Executive Assistant 2002 – 2011

Taykwa Tagamou Nation – Cochrane, ON

- Created and maintained files
- Prepared letters and memos
- Photocopied and faxed documents
- Answered telephone inquiries, directed calls and accurately recorded messages
- Scheduled new and follow up appointments
- Gathered client information and inputted into computerized system
- Replaced Executive Assistant for 2 month period
- Recorded minutes for Chief and Council meetings
- Prepared documents, packages and booklets for Annual General Membership meetings

VOLUNTEER WORK

- Receptionist - Co-Operative-Placement – Payukotayno Family Services
- Prepared and supervised programs, activities and snacks for young children
- Prepared community feasts, cooked and cleaned for Taykwa Tagamou Nation
- Supervised children’s activities for the Timmins Native Friendship Centre

EDUCATION

Law Clerk Program 2017 – present

Northern College of Applied Arts & Technology – Timmins, ON

Upgrading – General Arts and Science Program – Social Worker 2014 – 2015

Algonquin College – Ottawa, ON

Personal Support Worker Certificate 2011 – 2012

Sault College – Sault Ste. Marie, ON

REFERENCES WILL GLADLY BE PROVIDED UPON REQUEST



Nishnawbe-Aski Legal Services Corporation Employment Opportunity

Talking Together Facilitator (Full-time position) Location: Moosonee, Ontario

Nishnawbe-Aski Legal Services Corporation offers a unique opportunity for an individual in the James Bay coastal area with excellent communication, collaboration, outreach and networking skills. Talking together is a program funded by the Ministry of Children, Community, and Social Services and its purpose is to utilize a traditional/alternative approach to resolve child welfare/family matters, with the intention of avoiding litigation. The process used is the traditional "Talking" Circle, to assist in arriving at acceptable resolutions. Reporting to the Manager of the Talking Together Program, the Talking Together facilitator's primary responsibility is to organize and facilitate talking circles with families who become involved with child welfare authorities.

Based in Moosonee, this position involves considerable travel to coastal communities throughout the region. The necessary training for this position will be provided.

Qualifications - General:

- ✦ Individual identifies as an Indigenous person and has knowledge and understanding about local communities, their cultures and their history;
 - ✦ An understanding of the Child, Youth and Family Services Act (CYFSA) and the provisions for Aboriginal peoples as set out in the CYFSA;
 - ✦ An understanding of the restorative justice techniques/applications and how they are used in the Circle context
 - ✦ Be professional, discreet, and sensitive to the clients' circumstances in order to preserve their dignity and trust in the program
 - ✦ Knowledge of Indigenous culture and experience working with Indigenous persons; understanding of the northern cultural environment.
 - ✦ Self motivated individual with the ability to work with minimal supervision in a team oriented setting
 - ✦ Be organized, detail oriented and thorough
 - ✦ An understanding of Alternative Dispute Resolution processes;
 - ✦ An understanding of the issues faced by Indigenous families who become involved with the child welfare system;
 - ✦ Strong advocacy skills and skill in building relationships and supportive networks;
 - ✦ Demonstrate positive conflict resolution skills
 - ✦ Understanding of and the ability to speak Cree, Ojibway or Oji-Cree a definite asset;
 - ✦ Excellent verbal and written skills and experience in report writing;
 - ✦ Communication skills are important to have—experience with Public Relations is considered an asset
 - ✦ Skill in using a computer to input information and generate reports;
 - ✦ Excellent case and file management skills, stress management and time management skills, ability to meet deadlines.
 - ✦ Ability to work flexible hours is essential, including weekends and/or after hours on occasion.
 - ✦ Must possess a valid class G driver's license.
- ✦ **Qualifications – Academic:** Minimum post-secondary degree or diploma in social work, child and family worker program, mental health or related social service fields.

Salary: Commensurate with overall qualifications. This contract position commencing on September 16, 2019 and concluding on March 31, 2020, with the possibility of extension.

Deadline for applications: Monday, September 30, 2019

Please send resume and cover letter including three (3) references to:

Nishnawbe-Aski Legal Services Corporation

1805 Arthur Street East, Thunder Bay, ON P7E 2R6

Tel: 807-622-1413 Fax: 807-622-3024 Email: hr@nanlegal.on.ca

Please note that only candidates selected for an interview will be contacted.