

Marlene Sabourin

From: Celina Reitberger <creitberger@nanlegal.on.ca>
Sent: March 10 17 3:44 PM
To: Marlene Sabourin
Subject: Re board meeting

I am pleased to tell you that the Board approved your request.

As well there is approval for a raise for Heather Napash to \$45,000.00. Zaida will be reclassified as m3. Carol revised the job description. So her wage is as per the grid \$44,385.90. Please see grid for exact amount. ~~\$44,635.30 = Zaida~~ (53)

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Salary increases effective March 9/17

	S5	S4	S3	S2	S1
Annualized Raise	\$ 1,344.68	\$ 1,131.90	\$ 957.55	\$ 827.75	\$ 560.81
Year 0	\$ 54,885.00	\$ 45,975.00	\$ 38,890.00	\$ 33,595.00	\$ 22,890.00
Year 1	\$ 56,229.68	\$ 47,106.90	\$ 39,847.55	\$ 34,422.75	\$ 23,450.81
Year 2	\$ 57,574.37	\$ 48,238.80	\$ 40,805.10	\$ 35,250.50	\$ 24,011.61
Year 3	\$ 58,919.05	\$ 49,370.70	\$ 41,762.65	\$ 36,078.25	\$ 24,572.42
Year 4	\$ 60,263.73	\$ 50,502.60	\$ 42,720.20	\$ 36,906.00	\$ 25,133.22
Year 5	\$ 61,608.41	\$ 51,634.50	\$ 43,677.75	\$ 37,733.75	\$ 25,694.03
Year 6	\$ 62,953.10	\$ 52,766.40	\$ 44,635.30	\$ 38,561.50	\$ 26,254.83
Year 7	\$ 64,297.78	\$ 53,898.30	\$ 45,592.85	\$ 39,389.25	\$ 26,815.64
Year 8	\$ 65,642.46	\$ 55,030.20	\$ 46,550.40	\$ 40,217.00	\$ 27,376.44
Year 9	\$ 66,987.14	\$ 56,162.10	\$ 47,507.95	\$ 41,044.75	\$ 27,937.25
Year 10	\$ 68,331.83	\$ 57,294.00	\$ 48,465.50	\$ 41,872.50	\$ 28,498.05
Year 11	\$ 69,676.51	\$ 58,425.90	\$ 49,423.05	\$ 42,700.25	\$ 29,058.86
Year 12	\$ 71,021.19	\$ 59,557.80	\$ 50,380.60	\$ 43,528.00	\$ 29,619.66
Year 13	\$ 72,365.87	\$ 60,689.70	\$ 51,338.15	\$ 44,355.75	\$ 30,180.47
Year 14	\$ 73,710.56	\$ 61,821.60	\$ 52,295.70	\$ 45,183.50	\$ 30,741.27
Year 15	\$ 75,055.24	\$ 62,953.50	\$ 53,253.25	\$ 46,011.25	\$ 31,302.08
Year 16	\$ 76,399.92	\$ 64,085.40	\$ 54,210.80	\$ 46,839.00	\$ 31,862.88
Year 17	\$ 77,744.60	\$ 65,217.30	\$ 55,168.35	\$ 47,666.75	\$ 32,423.69
Year 18	\$ 79,089.29	\$ 66,349.20	\$ 56,125.90	\$ 48,494.50	\$ 32,984.49
Year 19	\$ 80,433.97	\$ 67,481.10	\$ 57,083.45	\$ 49,322.25	\$ 33,545.30
Year 20	\$ 81,778.65	\$ 68,613.00	\$ 58,041.00	\$ 50,150.00	\$ 34,106.10

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**Talking Together Program Assistant/Coordinator
Job Description**

DESCRIPTION:

The Talking Together Assistant-Coordinator provides clerical and administrative support to the Talking Together Program Manager for all administrative duties undertaken by NALSC. At times, the Assistant may be required to take on additional duties where the Corporation assumes additional projects.

DUTIES & RESPONSIBILITIES:

- 1) Assist in the dissemination of information and the preparation of information material concerning the Programs in the Talking Together Program. The Assistant-Coordinator will provide information upon request to the community members and as needed.
- 2) The Assistant-Coordinator will liaise with the Talking Together Program staff/facilitators and assist them with their administrative needs. Review attendance, absences, sign-in's and ensures accuracy of Softworks prior to approval. Arranges Circle preparations on an emergency basis and as needed by making contacts with client agency and participants. Determine status of client files when completing client file reviews.
- 3) Assist in the maintenance of filing system of all clients, circles and other matters relating to the program as well as other reports submitted by the staff. Tracking activities and events of the program staff using a monthly calendar.
 - a) I.e. Facilitator attends an event, presentations, board meetings, circles, advisory meetings.
 - b) Assist and monitor client files from referrals to completion.
 - c) Process and review referrals regularly.
 - d) Consult with manager when assigning referrals.
- 4) Assist in the planning and coordination of Training Workshops for applicable staff.
- 5) Assist in any evaluations of the program by distributing and collection questionnaires, and liaising with consultants as needed.
- 6) Organize video and telephone conference calls required.
- 7) Prepare correspondence and other reports such as proposals and quarterly submissions required by the Ministry.
- 8) Ensure that information required for the database for Talking Together is gathered and entered, and other documents prepared as required.
- 9) Ensure that all circle reports, activity reports, weekly/monthly task plans are submitted on time by the staff under Talking Together Program Manager.
- 10) Provide general clerical and administrative support to the Talking Together Program Manager and staff as required. Other related duties as required. Review all circle reports prior to approval or immediately following approval by manager when needed. Completes purchase orders in compliance with NALSC policies & procedures. Liaise with suppliers as required to ensure prompt & proper delivery of goods/services.

ACCOUNTABILITY:

The Assistant-Coordinator is responsible to the Talking Together Program Manager for day to day activities and for overall work performance.

QUALIFICATIONS:

Ideally, the Assistant-Coordinator should have postsecondary education and up to five years' experience in administration in a professional office setting such as a law office, political organization, or the public sector.

This position requires advanced computer skills (MS Word, Outlook, Excel, PowerPoint, Internet, and ability to use Data Bases), superior typing, and excellent writing and communication skills. Professionalism, discretion and strong organizational abilities are required.