

Employment Opportunity

Siksika Health Services is a not-for-profit organization which provides Primary Care and Community Wellness support. The facilities are used by our Proud Siksika Nation Members and our friendly surrounding communities. We are a very enthusiastic, empowering and encouraging team. Our **Mission** is to strive for accountable efficient services delivery and our **Vision** is to proactively provide quality and holistic health care.

Organization:	Siksika Health Services
Title:	Community Wellness & Mental Wellness Office Manager
Location:	Siksika Health Services
Reports to:	Community Wellness-Addictions Coordinator
Posted Date:	Wednesday March 7, 2022
Deadline:	Wednesday March 21, 2022 Extended Deadline Open until filled
Annual Salary:	\$44,850 - \$48,750 Annually
Position Status	Two (2) year Contract

POSITION SUMMARY

The Office Manager will support the Community Wellness & Mental Health Team Leads in the efficient day to day operations. The OM will be responsible for scheduling appointments, and all aspects of client relations. The OM will be required to utilize an online platform for health and wellness.

Responsibilities include, but will not be limited to:

- Supervise the Part time Reception and reception activities; ensures efficient and proper processes are followed
- Oversee pertinent client information; proper documentation, scheduling, referrals and filing
- Ensure clients are reminded of their appointments.
- OM will be the first line of communication and an ongoing point of contact for the Mental Health clientele.
- OM will assist the Community Wellness & Mental Health Team Leads in the following:
 - Assists with preparing memorandums, invoices, purchase orders, supply orders and general correspondence.
 - Assists with the collecting of required data for annual and monthly reports; to be guided by the Coordinators and Team Leads. This is specific to the number of scheduled appointments, telephone calls and Addictions Intake-client walk-ins.

(For a complete Job Description please see Human Resources)

MINIMUM QUALIFICATIONS:

Education:

- Minimum Grade 12
- Certificate in office management training is preferred; equivalent training is welcome.
- Minimum 2 years' experience

Knowledge, Skills and Abilities:

- Knowledge of office etiquette and routines
- Needs to love to interact with our clients and be committed to everything possible to endure our clients have a positive experience.
- Must be willing to receive the necessary training for job responsibilities.
- Must be computer literate
- Must be mature and self-motivated
- Ability to speak/understand Blackfoot; knowledge of Siksika history is an asset.

Requirements: Negative Criminal Record check & Vulnerable Sectors check requirement

FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER, EDUCATION DOCUMENTS & CRIMINAL RECORD CHECKS TO:

SIKSIKA HEALTH SERVICES

Human Resources Department or e-mail info to:

Recruitment@siksikahealth.com

All documentation must be received to be granted an interview.

