

# 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.

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**Organization:** Siksika Health Services

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**Title:** IRS COMMUNITY SUPPORT – ADMINISTRATION

**Location:** Community Wellness

**Reports to:** IRS PROGRAM COORDINATOR

**Posted Date:** Wednesday, April 5, 2023

**Deadline:** Wednesday, April 19, 2023

**Annual Salary:** \$22.00 per hour

**Position Status:** 1 Year Term Contract

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## POSITION SUMMARY

Summary statement duties include a general understanding of the Indian Residential School Health Support Program and all related processes. This term position will focus on administrative activities related to new initiatives under the program. The incumbent will provide support duties for the program and assistance with planning on IRS events for the community.

### Responsibilities include, but will not be limited to:

- Review of workplan and activities undertaken by the IRS program to develop a database to track activities.
- Assists with the development of effective strategies to deliver and facilitate a range of activities on wellness and self-care to former students and family members. This is in accordance with work plan.
- Create and maintain a digitized system for all events of the IRS program.
- Assist with organizational matters for events and activities of the IRS program.
- Assist with the set up for the Awahkiiapsopokiiks program for family units.
- Digitize the revised curriculum for the Awahkiiapsopokiiks program and evaluation process.
- Assist with compiling a spreadsheet of event activities and expenditures that includes a report.
- Attend meetings when necessary and taking minutes for distribution to planning group.

## MINIMUM QUALIFICATIONS:

### Education and Experience:

- Degree / Diploma in Social Science.
- Ability to write reports and facilitate communication through public speaking.
- Ability to effectively address interpersonal and group dynamic challenges.
- Cultural competency and knowledge of the cultural traditions and practices in participating member communities.
- Driver's License Class 5

### Knowledge, Skills and Abilities:

- Strong communication skills, narrative report writing experience and computer knowledge required.
- Ability and experience in planning and delivery presentations to groups.
- Be a self-starter and can work independently and in a team setting.
- Ability to take training as required.
- Driver's License Class 5.

### Requirements:

- Knowledge of the Siksika language and culture a definite asset.
- May be required to attend meetings outside of the regular office hours and this may include required travel if needed.
- Employment is contingent upon successful completion of a criminal record check.

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

**SIKSIKA HEALTH SERVICES**  
Human Resources Department  
[Recruitment@siksikahealth.com](mailto:Recruitment@siksikahealth.com)  
(403)734-5685

**All documentation must be received to be granted an interview.**

