

# 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:** ADMINISTRATIVE OFFICE ASSISTANT

**Location:** Home Care

**Reports to:** HOME CARE TEAM LEADER

**Posted Date:** Friday May 19, 2023

**Deadline:** Friday June 2, 2023

**Annual Salary:** \$17.00 / hr.

**Position Status:** FULL TIME

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## POSITION SUMMARY

The Siksika Home Care Administrative Office Assistant is responsible for clerical and reception duties such as data entry, filing, recording and greeting clientele and other members of the public. Will also be required to update information pertaining to the Siksika Home Care area as directed by the Home Care Team Leader.

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

- Provide reception duties including answering and directing incoming telephone calls, clientel and other members of the public to the appropriate personnel.
- Will be required to assist with booking clientele appointments for Home Care personnel and or other Community Health areas within the Siksika Health and Wellness Centre.
- Record all incoming calls and ensure that calls are directed to the appropriate personnel via message or voice mail.
- Provide clerical duties as required by Home Care Personnel, including data entry, faxing, photocopying and handling of incoming and outgoing mail.
- Record meeting minutes as directed by the Siksika Home Care Team Leader.
- Complete APV's as required by Team Leader.
- Will complete other duties delegated by the Siksika Home Care Team Leader as needed.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

- Grade 12 diploma, G.E.GD. or equivalent certification in clerical, reception field.
- CPR and First Aid Certificate.
- 2 years experience in a clerical, reception field considered an asset.

#### Knowledge, Skills and Abilities:

- A caring attitude with the ability to work cooperatively with others on the health care team and with disabled and elderly.
- Must be able to follow written and verbal instructions.
- Must be able to communicate effectively both verbally and in writing.
- Must have good public relation skills with the general public, other departments, external agencies and other companies.
- Applied knowledge of computer software i.e.: Microsoft Office, Word, Excel, etc.
- Must be able to work under pressure.

#### Requirements:

- Driver's license an asset.
- Criminal record check including Vulnerable Sector check is a requirement.
- Ability to understand and speak Blackfoot an asset.
- Moderate knowledge of Indigenous culture.
- Moderate knowledge of the philosophy and issues regarding the delivery of First Nation health care.

**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.**

