

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: OFFICE ASSISTANT
Location: COMMUNITY WELLNESS
Reports to: ADDICTIONS SUPERVISOR
Posted Date: Monday May 8, 2023
Deadline: Monday May 22, 2023
Annual Salary: Depending on qualification.
Position Status: FULL TIME

POSITION SUMMARY

The Office Assistant will support the Community Wellness & Mental Health Team Leaders in the efficient day to day operations, front desk area support. The Office Assistant will be responsible for scheduling appointments, and all aspects of client relations.

Responsibilities include, but will not be limited to:

- Oversee pertinent client information, proper documentation, scheduling, referrals and filing.
- Schedule appointments and ensure clients are reminded of their appointments.
- You will be the first line of communication and an ongoing point of contact for the Mental Health and Community Wellness clientele.
- Assist the Community Wellness & Mental Health Team Leaders in the following:
 - Assists with preparing memorandums, invoices, purchase orders, supply orders and general correspondence.
 - Assist with the collecting of required data for annual and monthly reports; to be guided by the Coordinators and Team Leaders. This is specific to the number of scheduled appointments, telephone calls and Mental Health and Addictions Intake-client walk ins.
 - Assist Community Wellness & Mental Health Coordinators/Team Leaders in the booking of facilities for meetings, distribution of correspondence and information to staff.
 - Maintain business schedule appointments for Team Leaders and Coordinators.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Minimum Grade 12 or GED.
- Certificate in Office Management training is preferred; equivalent training is welcome.
- If you don't have a certificate or training, you must be willing to obtain training outside of work hours.
- Minimum 2 years experience.

Knowledge, Skills and Abilities:

- Knowledge of office etiquette and routines.
- Must be willing to receive the necessary training for job responsibilities.
- Must be computer literate, mature and self-motivated.
- Have excellent interpersonal skills and communication skills.
- Must be efficient, organized and have excellent filing skills.

Requirements:

- Negative criminal record check and vulnerable sector check is a requirement.
- Must submit 3 reference letters with application.
- Class 4 and access to vehicle.
- Reliable and punctuality is a must.

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
(403)734-5685

All documentation must be received to be granted an interview.

