

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 |
| Title: | HEAD START ADMINISTRATIVE ASSISTANT |
| Location: | HEALTH SERVICES |
| Reports to: | HEAD START COORDINATOR |
| Posted Date: | Friday, November 3, 2023 |
| Deadline: | OPEN UNTIL POSITION FILLED |
| Annual Salary: | 18.00 / hr. (Based on Experience) |
| Position Status | Seasonal Contract |

POSITION SUMMARY

The Siksika Head Start Administrative Assistant will provide administration support to the Head Start Coordinator. Administrative Assistant is responsible for clerical and reception duties such as greet visitors to the centre, answer telephone calls in a clear, polite manner. Perform other duties or tasks as assigned by the Head Start Program Coordinator.

Responsibilities include, but will not be limited to:

- Record and distribute telephone messages, record long distance calls, record incoming/outgoing faxes.
- Collect mail, date stamp and distribute appropriately.
- File administrative and program documents daily.
- Maintain a list of inventory and supplies.
- Assist the Head Start Program Coordinator and staff in the data process of monthly reports.
- Assist the Head Start Program Coordinator in the process of the annual work plan and budget of the Head Start Program.
- Assist with the registration process.
- May assist or help supervise Head Start children when required.
- Maintain a waiting list and fill vacancies as they occur ensuring enrolment levels are sufficient.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Grade 12 or GED.
- Computer training and Secretarial Certificate or Diploma.
- Valid CPR and First Aid Training.
- Must have two (2) years experience in an office setting.

Knowledge, Skills and Abilities:

- Knowledge of office etiquette and routines.
- Extensive computer skills, Windows and MS Office including Word and Excel.
- Excellent interpersonal skills.
- Team player, reliable and punctual.

Requirements:

- Driver's license and reliable transportation.
- Full Criminal record clearance including Child and Youth Information System Check (CYIS).
- Moderate ability to speak an Indigenous language and 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
(403)734-5685

All documentation must be received to be granted an interview.

