

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 HEALTH CLERK
Location:	HEALTH SERVICES
Reports to:	COMMUNITY HEALTH NURSE PRACTITIONER
Posted Date:	Monday, January 29, 2024
Deadline:	Thursday, February 15, 2024
Annual Salary:	NEGOTIABLE
Position Status	Full Time Contract

POSITION SUMMARY

Provision of administrative support and clerical services for the Community Health Team of Siksika Nation and maintain a community health filing system for a population base of approximately 5000+.

Responsibilities include, but will not be limited to:

- Provide clerical assistance to the Community Health Team of Siksika Health and Wellness Centre and its clientele, including typing and filing of client reports.
- Notify clients, parents of children and adults of their immunization status and when they require appointments.
- Communicate with all staff with regards to clients requirements.
- Compile immunization statistics consistent with the goals for the delivery of health services.
- Interact with the nursing staff and Community Health Representatives to plan for immunization clinics and compile WBC schedule, 1 day in advance of each clinic.
- Establish a schedule for follow-up of immunizations to ensure a continuum of preventative care.
- Assist CHN's at immunization clinics with retrieving of client files.
- Ensure that CONFIDENTIALITY of all health matters and records is maintained.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Grade 12 or equivalent.
- Medical Office Assistant is an asset.
- Must have one (1) year related experience would be an asset.

Knowledge, Skills and Abilities:

- The work requires knowledge of a comprehensive filing system and office procedures.
- Typing of at least 50 wpm.
- The ability to take direction, plan and organize one's own work with minimal supervision.
- Ability to work effectively to meet deadlines.
- Basic knowledge of/and skill in compiling data into computer.

Requirements:

- Driver's license required.
- Criminal record check is a requirement.
- Moderate ability to speak an Indigenous language and 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.

