

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: Executive Assistant to CEO
Location: HEALTH SERVICES
Reports to: CEO
Posted Date: Monday, January 20, 2025
Deadline: OPEN UNTIL POSITION FILLED
Annual Salary: NEGOTIABLE
Position Status: Full-time

The Executive Assistant to the Chief Executive Officer is responsible for assisting the Siksika Chief Executive Officer with the administration and management of the affairs of Siksika Health Services.

Responsibilities include, but will not be limited to:

- Assist the Chief Executive Officer in the development of strategic plans including the development of business plans, human resource requirements and assisting in the management and control of health services budgets
- Assist in the development of annual operation budgets for Siksika Health Services
- Assist in the development and review of policies
- Assist in the review of various external government policies, which affect Siksika Health services
- Coordinate meetings and appointments for the Chief Executive Officer
- Assist in the planning and direction of special projects, studies and proposals as directed
- Attend meetings as required by the Chief Executive Officer
- Organize and coordinate travel and meetings
- Maintain and supervise appropriate filing systems
- Prepare, edit and type correspondence and reports
- May be required to undertake research on specific tasks and issues
- Assist Chief Executive Officer in monitoring budget and work plans
- Assist in making presentations to the general public, staff, special interest groups, etc.
- Assist in preparing annual evaluation and reports of programs and services within Siksika Health Services
- Assist with reviewing annual training plans for personnel
- Work on referrals for Council and other departments and services
- Advise Chief Executive Officer of policy related question not within his/her delegated authority to Chief Executive Officer for a decision
- Responsible for recording meeting minutes and the circulation of all meeting correspondence, agendas, minutes and material related to the meeting
- Compiles program area reports for Chief Executive Officer on a monthly basis
- Maintain awareness of development trends and techniques within Health Services affecting objectives and policies and recommends remedial action of adjustment to the Chief Executive Officer
- Maintain up-to-date statistical information to assist in short and long-term planning
- Assist the Chief Executive Officer in the orientation of new staff members and employees of Siksika Health Services with the vision, goals, objectives and mandates
- Attends meetings, conferences and seminars as required
- Undertakes general related duties as required by Chief Executive Officer
- Related duties as delegated by the Chief Executive Officer including but not limited to: approval of forms, preparation and presentation of reports, signing of correspondence, represent the Chief Executive Officer in his/her absence

(FOR A FULL JOB DESCRIPTION PLEASE SEE HUMAN RESOURCE)

MINIMUM QUALIFICATIONS:

Education and Experience:

- Grade 12 Diploma
- Post-Secondary Diploma in Management Administration or a health-related field would be considered an asset
- Minimum of five (5) years related experience is required

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Knowledge, Skills and Abilities:

- Considerable knowledge of the issues regarding the delivery of First Nation Health care
- Ability to establish and maintain public support and confidence
- Strong organization skills and inter-personal skills are required, a professional attitude, self motivation and a pleasant disposition
- Excellent knowledge of general office procedures and must be able to communicate effectively
- Ability to work well with confidential information is necessary
- Knowledge of various government legislation, programs and services is required
- Knowledge of the organization and functions of Siksika Health Services
- Knowledge of accounting and management practices
- Ability to work cooperatively with the Health Board, other staff and the general public Excellent computer skills
- Excellent communication skills
- Proficiency in using office Software such as Microsoft Office suite etc.

Requirements:

- Valid Driver's license is required. Class 5.
- Full Criminal record clearance including vulnerable sector.
- 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**

All documentation must be received to be granted an interview.

