

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:	Medical Office Assistant
Location:	Siksika Health Services
Reports to:	Clinical Services Team Leader
Posted Date:	May 2, 2025
Deadline:	Posted until filled
Annual Salary:	Based on Experience and Education
Position Status	Term Contract

POSITION SUMMARY

The Medical Office Assistant for Siksika Health Services (SHS) plays a vital role in supporting administrative and clinical functions, ensuring the seamless operation of daily activities within the Siksika Health Clinic. This position provides direct administrative support to the clinic while contributing to healthcare project coordination, patient services, and community outreach initiatives. The role aligns with SHS's commitment to delivering culturally responsive, patient-centered care rooted in the values and traditions of the Siksika Nation.

The Medical Office Assistant works collaboratively with healthcare providers, project managers, and community stakeholders to foster efficient healthcare delivery and promote wellness within the Siksika community.

Responsibilities include, but will not be limited to:

Primary Care Clinic Duties:

- Welcome and register patients, ensuring efficient scheduling and record-keeping.
- Maintain electronic medical records and ensure accurate documentation.
- Provide panel management services to ensure a efficient EMR is able to support preventative and automated workflows
- Support healthcare providers by preparing exam rooms, organizing medical supplies, and managing inventory.
- Facilitate patient communication by answering inquiries, scheduling appointments, and coordinating referrals.
- Assist with general administrative tasks.
- Uphold confidentiality and professionalism in accordance with applicable Provincial and Federal laws, and SHS policies.

(FOR A FULL JOB DESCRIPTION PLEASE CONTACT HUMAN RESOURCES)

EMPLOYMENT QUALIFICATIONS:

Education:

- Certificate or diploma in Medical Office Administration, or related field required.
- Minimum **2 years** of experience in medical office administration, healthcare support, or project coordination.

Knowledge, Skills and Abilities:

- **Cultural Competency:** Strong understanding of the Siksika Nation's cultural values and healthcare needs.
- **Organizational Skills:** Ability to multitask and manage administrative, clinical, and project-related responsibilities efficiently.
- **Technical Proficiency:** Familiarity with electronic health records (EHR), and Microsoft Office tools.
- **Communication Skills:** Excellent verbal and written communication skills for patient interaction and stakeholder collaboration.

Employment Opportunity

- **Attention to Detail:** Strong ability to maintain accurate records and ensure compliance with healthcare policies.
- **Problem-Solving:** Ability to assess challenges and recommend solutions for improving project implementation and clinic operations.

Requirements:

- Valid **driver's license** and reliable transportation for community outreach and project work.
- Criminal record clearance.

PLEASE SEE SIKSIKA HEALTH H.R FOR JOB DESCRIPTION
FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER, EDUCATION DOCUMENTS, TWO REFERENCE LETTERS and CRIMINAL RECORD CHECK TO:

SIKSIKA HEALTH SERVICES
Tennie Running Rabbit
Human Resources Department
Phone (403) 734-5685

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED

