



**Employment Opportunity
Health Administrative/Program Support Worker – 6 Month Term**

Under the supervision of the Health Director, the Health Administrative/Program Support Worker will provide support services to the health team.

DUTIES:

- Utilizing word processing, spreadsheet, database and/or presentation software skills to prepare invoices, reports, administrative forms, memos, presentations, letters, financial statements and other documents
- Co-ordinate meetings (Preparing meeting agendas, notifying of parties, attending meetings, and when required record and transcribe minutes)
- Assist with drafting of correspondence and reports
- Transcribe material from hand-written notes and or electronic dictation
- Edit or format documents for health team
- Ensure inventory control of office and medical equipment supplies
- Produce monthly health information for community newsletter and distribute health related advertisements.
- Assisting with research for band membership requests for Non-Insured Health Benefits and other health programs and services.
- Participate and support community functions
- Participate in local in-service education sessions
- Conduct special surveys in the community as required or requested
- Maintain confidentiality
- Other duties as assigned and as pertinent to the role

QUALIFICATIONS:

- Office administration certificate or work experience in an office setting
- Experience with computer software applications
- Excellent oral and written communication skills; and excellent interpersonal skills
- Organizational and time management skills
- Knowledge of Sucker Creek Health programs an asset
- Ability to speak and/or understand Cree language and customs an asset
- Must possess a valid driver's license and submit a driver's abstract
- Must provide a CPIC and CWIS prior to employment
- Oath of Confidentiality must be signed prior to commencing employment

DEADLINE FOR APPLICATIONS: May 17, 2022 @ 4:30 PM

Late applications will not be considered – Only qualified applicants will be notified for an interview.

Please hand in your resumes, or mail or email them to:

Attention: Debbie Willier

SCFN-HR Assistant

Box 65

Enilda, Alberta T0G 0W0

Fax: 780-523-3111

Email: applicants@scfn.ca

Drop Off @ SCFN Administration Office