

Job Title:	Assistant to the Health Director
Department:	Health
Division:	Health Admin

Full time

POSITION DESCRIPTION:

The Assistant provides administrative and operational support to the Director of Health, including managing schedules and communications, coordinating meetings and events, assisting with financial processes and program reporting, maintaining records and databases, supporting health program planning and activities, supporting projects and proposal writing and facilitating information flow within the health department and with community members.

SUMMARY:

- Engage in planning and developing proposals for projects with the Health Director and scheduling meetings with service providers such as the SHA for ambulatory services to be delivered out of the community.
- Responsible for scheduling meetings, booking travel and accommodation for the Health Director.
- Maintain office equipment and monitor office supply levels.
- Support outreach to First Nations communities and develop good working relationships.
- Communicate internally with band staff, external service providers and community members in a professional manner
- Assist with the development and promotion of health bulletins and events.
- Assist with the planning, coordination, and evaluation of health programs and events.
- Support front-line staff with community programming and activities.
- Provide logistical support for staff and program participants
- Gather, organize, and maintain data from various sources in a confidential manner.
- Assist with research, completion of program reporting templates, and the presentation of information.
- Assist with processing expense claims, purchase orders, and invoices and
- Organizing time sheets for approval and timely submission
- Maintain records and assist in tracking services provided for reporting purposes.
- Maintain strict confidentiality of all health information, client records, and sensitive community matters.

MINIMUM REQUIREMENTS:

- post-secondary education in health admin or related field or equivalent work experience and training
- Clerical and administrative support experience, in a health-related setting.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Word, Excel, Outlook and other computer applications.
- Strong organizational, time management, and multitasking abilities.
- Knowledge of Indigenous culture, health issues, and community-based programs.
- Ability to work independently, manage multiple projects, and work under pressure.
- A valid driver's license, criminal record check and reliable vehicle for travel may be required

CLOSING DATE: Will remain open until filled.

HOW TO APPLY: Please submit your detailed cover letter, resume and references to:

jobs@thunderchild.ca
Thunderchild First Nation
Box 600 Turtleford, SK.
S0M 2Y0 Tel: 306.845.4300