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www.saikuz.com

TITLE : Health Assistant
HOURS : Full-time (8:30 AM-4:00 PM, Monday-Friday)
SUPERVISOR : Health Manager
POSTING CLOSURES : September 1st, 2020
START DATE : September 4th, 2020

ORGANIZATION SUMMARY

Saik'uz First Nation Health and its employees are committed to a proactive, holistic approach to health and wellness and are committed to the delivery of services that are professional, sustainable and honour the customs and traditions of our community.

POSITION SUMMARY

The Health Assistant supports Health Centre functions and activities through the provision of a full range of administrative support, processes, procedures, and services to the Health Manager and health team. This position requires the ability to work independently and assist with carrying out special assignments with minimal supervision. The Health Assistant will have the opportunity to develop broad experience, skills, and knowledge of organizational policies, procedures, and practices.

ACCOUNTABILITIES

Provide a full range of administrative support, processes, procedures and services to the Health Manager and health team, including but not limited to:

- developing and implementing a full range of administrative systems, processes, procedures, and standards such as correspondence, document and correspondence templates, mail and document management, call and visitor management, procurement etc.
- utilizing procedures and processes to support the Health Manager and health team with financial records, reports, documentation, and budget management activities.
- coordinating health team meetings, forums, and fairs, including agenda and document preparation, logistics, minutes, etc.
- developing and maintaining correspondence and document tracking systems to ensure timelines and other objectives met.
- ensuring maintenance, security, and confidentiality of files and documents, both hard copy and electronic, to ensure easy retrieval while following policy and procedures.
- composing and preparing routine and ad-hoc correspondence based on provided information or notes for approval and signature.
- preparing, formatting, and proofreading a variety of documents and materials such as letters, memoranda, meeting materials, reports, presentations, spreadsheets, etc. from drafts or hand-written notes using desktop tools such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc.
- supporting health travel through arranging travel, ensuring completion of authorizations and expense reimbursements document through due diligence, and following Saik'uz policies and procedures
- Support coordination, oversight, and organization of community engagement functions, activities, meetings, and conferences and other community engagements including logistics (venues, catering, etc.) and all coordinating logistics.

QUALIFICATIONS

- Successful completion of grade 12 plus a certificate in office administration or an equivalent combination of education, training, and experience. Post-secondary training is an asset.
- A minimum of two years' experience within the last four years in providing a full range of administrative support and services to a team, including a senior manager.
- Experience in the use of Microsoft Office suite of software, including Word, Excel, PowerPoint, and Outlook
- Knowledge of:
 - administrative services, processes, and procedures.
 - general principles and practices about document and file management, including tracking approaches and systems, confidentiality, and security
 - Saik'uz culture and traditions
- Ability to:
 - analyze information and data to develop correspondence, presentations, and other material
 - arrange meetings, engagement sessions, conferences, etc. including all aspects of logistics, document, and materials, etc.
 - work independently, proactively and with a 'hands-on' approach to meet deadlines and accomplish assigned tasks and projects with minimal supervision
 - adapt to changing priorities and activities in a fast-paced environment
 - learn quickly and share learnings
 - manage sensitive and confidential information and matters in a trusted and responsible manner
 - develop and maintain effective interpersonal relationships and work in a team and collaborative environment within the Health Centre and with all partners and communities
 - communicate effectively, professionally both orally and in writing, including proofreading skills
 - efficiently and effectively use Microsoft Office Suite including Word, Outlook, PowerPoint, and Excel
- Thoroughness with strong attention to detail and accuracy and a commitment to high-quality work
- Demonstrated record of sharing knowledge and skills with others

Working Conditions

- Normal office working conditions with flexibility to travel to meetings outside of work area (within region and/or BC)
- Meetings may occur after normal working hours, including weekends, on a non-frequent basis
- Physical ability to perform the duties of the position

Please send your cover letter and resume to Regina Thomas, Health Manager, at the Saik'uz Health Centre or via e-mail at health.manager@saikuz.com by **12:00 PM** on **September 1st, 2020**.

We thank everyone for their interest; however, only those selected for an interview will be contacted.