



MOSAKAHIKEN CREE NATION

JORDAN'S PRINCIPLE

90 Runway Road

Moose Lake, Manitoba R0B 0Y0

Phone: (204) 678-2159 Fax (204) 678-2442



CREE NATION TRIBAL HEALTH CENTRE – EXTERNAL POSTING
LOCATION: MOOSE LAKE, MB
JORDAN'S PRINCIPLE - ADMINISTRATIVE CLERK
FULL TIME POSITION

The Program purpose of the newly funded Project is to implement a comprehensive and integrated approach of coordinated services to help provide support and respond to children with complex and special needs and their families, in partnership with other health and social professionals and agencies. These services should significantly contribute to quality of life ensuring that children and their families are enabled to experience a life that is as full and as normal as possible. We are looking for a highly motivated individual who is innovative and has a proven ability to work with a very high degree of accuracy and attention to detail.

Position purpose: To be the first point of contact to incoming calls or walk in public in a positive welcome manner. Answer all incoming calls promptly, and re-direct to appropriate staff member. Be responsible for any and all administrative duties for the program. The Administrative Clerk will work under the supervision of, and assist, the Case Manager/Project Coordinator for program Jordan's Principle- Child First Initiative.

Duties: Mail management for the program, incoming and outgoing. Also be able to type and send out correspondence for program staff when needed. Monitor staff travel weekly schedules, and keep schedule updated daily. Order general office supplies for the office when needed. Occasionally taking minutes for meetings when requested. Assisting in preparing for events/therapy sessions that the JP Program may host.

Qualifications:

- Certificate/Diploma in a recognized secretarial course;
- Minimum of 2 years of office experience;
- Must be reliable and dependable;
- Excellent time management skills;
- Proficient in the operation of a computer and other office equipment;
- Excellent knowledge and experience in Microsoft Word, Excel, Power Point and Outlook;
- Experience in front entrance office work; mailing systems and filing;
- Good organizational skills;
- Good communication skills and knowledge of customer service;
- Able to work independently;
- Ability to maintain confidentiality;
- Ability to deal effectively with a variety of visitors and circumstances;
- Knowledge of Cree language and culture;
- Ability to speak and/or understand Cree an asset;
- CPR and First Aide Certification would be an asset;
- Valid Manitoba Driver's License would be an asset.

**Please send your resume, cover letter and 3 references in confidence
by email only to:**

Jeanette Sayese, Finance & HR Clerk at jsayese@tribalhealth.ca

Deadline: August 30, 2022 @ 4:30 p.m.

The successful candidate must undergo and provide a satisfactory Criminal Record check, Adult Abuse and Child Abuse Registry check.

Only those successful in application process will be further contacted,
we thank all that apply.