



Health Centre of Excellence

EMPLOYMENT OPPORTUNITY

Norway House Cree Nation – Health Centre of Excellence Initiative

ADMINISTRATIVE ASSISTANT – WINNIPEG BASED PART TIME TERM – 3 MONTH

Under the direction and supervision of the Health Centre of Excellence Project Director, the Administrative Assistant will be responsible for the general efficient operations of the Health Centre of Excellence Project Team. Acting as receptionist for clients and service providers, managing appointments and schedules, performing a variety of clerical support functions. In addition to general administrative support, the individual will actively source and identify funding opportunities relevant to the Health Centre of Excellence Initiative. Working collaboratively with the Health Centre of Excellence Project Team to draft reports and funding proposals. This position requires a highly capable individual who is accountable for the daily administrative operations and is confident in working independently and making decisions.

QUALIFICATIONS:

- Minimum High School diploma required
- Successful completion or enrollment in administrative, business or health care program
- Previous experience working in an office setting, would be an asset
- A combination of education and experience may be considered
- Ability to maintain confidentiality and knowledge of Personal Health Information Act (PHIA)
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Excellent written/oral communication skills with strong interpersonal skills
- Ability to work and collaborate with a multi-disciplinary team
- Ability to plan and organize a heavy workload, under pressure to meet deadlines
- Demonstrated time management, conflict resolution and analytical skills required while working independently with minimal supervision
- Ability to prioritize workload and maintain focus with frequent interruptions and spontaneous requests for assistance
- Knowledge of Cree culture and ability to speak Cree is considered an asset
- Must have a satisfactory Canadian Criminal Record, Child Abuse Registry and Vulnerable Sector Check (may be required)

PRIMARY DUTIES & RESPONSIBILITIES:

- Initial point of contact for general inquiries with the public, acting as a liaison for all private sector partners and stakeholders, while responding to all internal and external inquiries
- Performs a variety of administrative and clerical office support activities for multiple staff ensuring timely adherence to deadlines



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- Coordinates and schedules all internal and external meetings, appointments and travel arrangements as needed
- Completes daily administrative requirements such as drafting memos, letters and correspondence
- Prepares, reviews and modifies general templates, reports, Word documents, Excel workbooks, PowerPoint presentations and other resource materials
- Completes a comprehensive review of all relevant media outlet coverage (including all electronic publications) and potential funding opportunities as they relate to the Health Centre of Excellence on a weekly basis
- Conducts research, formats, and develops documents to ensure all written proposals are of the highest quality
- Participates and takes meeting notes at team meetings and working group sessions (including quarterly Stakeholder meetings)
- Assists in the preparation of activity and monthly reports as directed/required
- Provides administrative and technical support for educational gatherings, consultation meetings and/or other Norway House Cree Nation activities as requested
- Establish priorities, works independently, and seeks appropriate guidance from Health Centre of Excellence Project Director
- Perform other duties as assigned

A complete job description available upon request.

The ability to communicate in Cree is a definite asset!

All applications and resumes will be screened by the selection committee and only those contacted will receive an interview

Indigenous applicants are encouraged to self-declare when submitting applications and resumes

APPLY IN WRITING DIRECTLY TO HUMAN RESOURCES BY SUBMITTING RESUME COMPLETE WITH 3 REFERENCES, A CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECK TO...

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DEADLINE FOR APPLICATION IS JANUARY 25, 2019.