

Job Description



Administrative Support 6-month contract

Purpose:

The Administrative Support will contribute as an active member of the Health and Social Services Team by supporting the day-to-day operation of the Thessalon First Nation Health Centre by providing secretarial, bookkeeping and support services to the Director and Health and Social Services Staff.

Accountability:

The position will be directly accountable to the Director of Health and Social Services and ultimately to the Thessalon First Nation Chief and Council.

Responsibilities:

- Develop and maintain an effective filing system for prevention program records
- Data entry into a variety of case management software programs
- Typing correspondence, reports, minutes, proposals, confidential materials and other Health and Social Service related documents
- Assist and implement community fundraising efforts
- Design program pamphlets and notifications
- Photocopying, faxing, binding reports
- Assist with data collection for programming, coordinating medical transportation, Non-insured Health Benefit program, visiting professionals and financial requisitions
- Contribute to the efficient administration of the Health Centre by maintaining inventory control, office supplies and equipment
- Research and compile information as requested
- Draft and edit pre/post meeting briefing notes as requested
- Under the supervision of the Health and Social Services Direct; respond to enquiries from other organizations and TFN Community Members
- Reception coverage and relatable duties
- Circulate program information
- Assist the Health and Social Services Department by preparing meeting agendas, information packages and recording minutes
- Act as the information technician for the Health and Social Services Department
- Answer telephones, direct calls, relay phone/fax messages, respond to email
- Greet public and direct clients/visitors to the appropriate personnel
- Other duties as assigned

Qualifications:

- Post-secondary diploma or degree in office or business administration.
- High School Diploma with years of experience within an office setting an asset.
- Thorough knowledge of and proficiency in office administrative practices and procedures and
- Familiarity with various reporting templates and processes.
- Demonstrated ability to be flexible, possess excellent organizational skills, be a self-starter, work independently and be a team player.
- Knowledge and proficiency in the use of computers, database, computer graphics, accounting software packages, EMR experience required.
- Good communication and interpersonal skills.
- Attention to detail and conscientiousness
- Criminal record check be completed
- A valid class G driver's license and access to a reliable vehicle is preferred but not required.

Disclaimer:

The above description is not an exhaustive list of duties, responsibilities, working conditions or skills required for this position. Thessalon First Nation reserves the right to modify job duties or the job description at any time.

How to Apply:

April 19th, 2020 by 12:00pm

Interested applicants can submit a resume to Thessalon First Nation Health and Social Services Centre by email to bferneyhough.tfn@vianet.ca or hand delivered to the Health and Social Services office located at 35 Sugarbush Road, Thessalon First Nation, ON. For more information call (705) 842-2670.