



**Woodland Cree Health Services**  
General Delivery Cadotte Lake, AB T0H 0N0  
Ph (780) 629-8963 Fax (780) 629-3879

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## **Permanent Full Time Job Opportunity Health Administrative Assistant**

### **Summary:**

Under the direct supervision of the Health Director, the Administrative Assistant will provide the following administrative duties for the Health Program in the area of clerical, duties relating to finance and general administration.

### **Duties Include but not limited to:**

- Coordinates an information system for health management including filing of documents, collection of reporting data.
- Types all correspondence, reports, progress reviews, memos, work plans, and other relevant documents as requested.
- Maintains a confidential filing system of information relevant to the Health Program.
- Acts as recording secretary for meetings of program related committees/agencies as requested. Prepares and distributes minutes of meetings to appropriate people.
- Maintains an updated working knowledge of the Program policies and procedures.
- Maintains a filing system for all financial reports/records.
- Provides administrative support to the Director and assists in the preparation of financial reports, monthly expense reports, budget reviews and updates, and invoice expenses.
- Reviews all program staff time sheets, travel claims, overtime claims and leave requests to ensure policies are adhered to and appropriate controls maintained.
- Maintains program staff personnel files and ensures all personnel documents are reflective of the Woodland Cree First Nation Personnel Policy guidelines.
- Maintains an up-to-date record of all program capital assets inventory.
- Provides Acting Health Director duties in the absence of the Health Director.
- Provides short term relief duties to the Receptionist, Medical Transportation as required.

### **Additional requirements:**

- Willing, capable and flexible in working to meet the needs of the health department.
- Willing to sign an Oath of Confidentiality prior to commencing employment.
- Willing to provide a copy of your driver's license.
- Willing to provide an RCMP Police Information Check for review every 12 months.
- Willing to provide a Child Welfare Record Check for review every 12 months.

### **Skills and Qualifications**

- Office Administration Certificate and/or a minimum Grade eleven (11) education with 3-5 years related work experience and combination of other related certificates.
- Proficient in the use of word processing, spreadsheets, Internet access, data base systems and/or equivalent computer knowledge
- Basic financial/accounting skills
- Excellent written and oral communication/organizational skills
- The ability to work well as a team member.
- Access to reliable transportation to meet the demands of the job.

**Position is open until a suitable Candidate is Found.**

**Please submit Resumes to:**

**Deny Thomas, Health Director at [healthdirector@woodlandhealth.ca](mailto:healthdirector@woodlandhealth.ca); or fax to the Woodland Cree First Nation Health Centre at (780) 629-3879.**

*We thank all who applied for the position but only those who qualify will be contacted for an interview.*