



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of
Health Service Administrative Assistant
Closing Date: February 28th at 12:00pm

Job Summary:

The purpose of the Health Service Administrative Assistant is to provide administrative and technical support services to the Director of Health Services and to support Health Services programs to ensure they are delivered in an effective and efficient manner. The Health Service Administrative Assistant will handle a variety of administrative tasks, from managing correspondence and coordinating meetings to providing financial and human resources support.

Education & Experience

- University degree plus one year of experience
- Or College diploma plus three years of experience
- Or High School diploma plus six years' demonstrated competence in a related work situation
- Workplace-relevant experience in accounting programs, budgeting, and financial forecasting

Knowledge

- Basic understanding of federal/provincial legislation impacting First Nation government, e.g. Indian Act, ISC programs and services, provincial and federal legislation, and guidelines
- Solid background in computers with specific knowledge in Microsoft Word and Excel, electronic medical records, financial accounting software programs such as Accpac, Sage. Processing invoices, purchase orders and petty cash.
- Knowledge of Medical Terminology, health professionals' roles.
- Knowledge of vehicle maintenance

Skills/Abilities

- Ability to read, review, interpret and analyze financial statements,
- Ability to take direction, prioritize tasks and program priorities, and work with the public under some stressful situations and maintaining confidentiality.
- Strong organizational, multi-tasking skills, good case management record keeping adhering to established filing systems.
- Excellent written, verbal communication skills, effective communication with other staff members, administration, and community members and their family. Providing exceptional customer service responses via phone, email, or in person.
- Ability to work effectively in a team environment, flexible hours (including occasional evenings and weekends)

Assets

- Must provide the results of a current Criminal Reference Check including a Vulnerable Sector Check
- Safe Food Handling Certificate, CPR and First Aid Certification.
- Awareness of the 7 Grandfather's teachings and the Anishinaabe culture and language.
- Research and proposal development background, and experience with database programs.
- Awareness of the Ministry of Transportation (MTO)

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment related, to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
Hagersville, ON
N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Administration Building or by email at HRClerk@mncfn.ca

Preference will be given to Indigenous applicants. Self-identification is encouraged.

Miigwech to all who apply, only those candidates selected for an interview will be contacted.