

EMPLOYMENT OPPORTUNITY

Job Title: Administrative Assistant (Full Time)
Department: Health
Salary:

Purpose:

Under the general direction of the Health Director, assists with daily office duties /physician's clinic /operations of the Membertou Health department.

Duties & Responsibilities:

- Receive incoming telephone calls; transfer calls to appropriate staff person; take messages as required;
- Administrative support for the Director of Health & Health staff;
- Make tea and coffee.
- Request quotes for office supplies, order supplies when needed;
- To pick up mail daily at mailbox and at the band office.
- Make copies of funding agreements for signature (Director and Chief/Council). File accordingly;
- Photocopy, fax, scan and email;
- Prepare monthly Health news for Aknutmaq;
- Organize and Attend Monthly Staff/JOSH meetings and record minutes;
- Provide Health Canada with reports (Telehealth, Annual Report, CBRT);
- Receive sharp boxes from clients/patients and safely store/record in biohazard room;
- Do the building safety checklist, be an active JOHS Committee member;
- In the event that the Medical Secretary is away, provide assistance with Physician's clinic. Assist in all duties required by Medical Secretary;
- To cover for the Medical secretary for lunch, breaks & vacation;
- Assist in organizing professional development days for health;
- Adhere to all policies and procedures related to patient safety, staff safety and risk management;
- Maintain and improve Membertou's Quality Management System and Accreditation Canada Standard as it relates to job related duties and/or department;
- Other department related duties as required by the Director.

Working Conditions

Physical Environment

An office environment with a work station that is comfortable, temperature controlled, and well-lit. Equipment for use is up to date and well maintained.

Physical Effort

Majority of work hours are spent sitting in an office chair, with frequent opportunities to move around. The incumbent will occasionally need to move or lift objects (up to 25 lbs.) such as office supplies, equipment, files or boxes.

Qualifications:

- Office Management Diploma or equivalent (Medical Secretary will be an asset)
- Must provide an updated Child Abuse Registrar, Criminal Record Check / Vulnerable Persons Check
- Must be competent in completing reports
- Must have excellent writing and communication skills
- Ability to build and maintain trust and cooperation of others
- Ability to handle sensitive and complex situations with sound judgment, tact and discretion
- Ability to work with sensitive information and maintain confidentiality
- Computer competence and proficient in the use of computer programs/applications (i.e. Microsoft Word, Excel, data entry)
- Ability to speak Mi'kmaq is considered an asset.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Richard Stevens
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday March 28th, 2025 at 4:30 PM AST.

*Thank you for applying, however, only those selected for an interview will be contacted.
Membertou reserves the right to pause, extend or revoke this posting at any time without notice.*