



Cowessess First Nation #73

Employment Opportunity

Cowessess First Nation Health & Social Development Department is now accepting resumes for the following position:

POSITION: Health Centre Supervisor
CLASSIFICATION: Permanent - Full-time

JOB SUMMARY:

The Health Centre Supervisor is accountable to the Director of Health & Social Development (Director) on a daily basis. The Health Centre Supervisor will be responsible for managing the Health Centre administrative processes, activities and staff as instructed by the Director. These processes and activities include, but are not limited to office supply, furniture & equipment inventories, developing and monitoring office procedures to ensure efficiency in office effectiveness, support the Health Committee Meetings, process payroll on a biweekly basis, be responsible for monitoring and processing and cheque requisitions and purchase orders, assist in the monitoring and support of staff and their programming and other activities related to office management.

QUALIFICATIONS:

- A Diploma in office administration/management with short hand skills and a minimum of three (3) years of applied work experience;
- Must possess considerable knowledge of effective office procedures, techniques and data processing potentials;
- Must have experience in the supervision of employees;
- Have above average written and verbal communication skills, able to type at a minimum of 55 w.p.m. and be technically competent;
- Knowledge of financial statements and how to interpret such statements would be an asset;
- Knowledge of First Nations health issues would be an asset;
- Have the ability to complete requisitions, leave forms and meeting minutes;
- Must have excellent organizational and time management skills;
- Must submit a vulnerable criminal record check (CPIC);
- Must be willing to submit a drug test;
- Must live an addiction free lifestyle and be in good physical and emotional health;
- Must be willing to take training and travel;
- Must be punctual, reliable and ensure that confidential matters remain confidential;
- Must have the ability to work flexible hours when required; and
- Must be able to work with minimum supervision and as a member of a team.

Salary and Benefits are based upon education and experience.

PLEASE FORWARD RESUMES with THREE (3) WRITTEN REFERENCES to the following:

Cowessess First Nation
P.O. Box 100
Cowessess, Saskatchewan
S0G 5L0
Tel: (306) 696-2520/Fax: (306) 696-2767
Email: ava.acoose@cowessessfn.com

DEADLINE for resumes shall be **NO LATER** than **4:30 p.m. April 5, 2019**

Only those selected for an interview will be contacted.