



# Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0  
(p) 306-696-2520 | (f) 306-696-2767

## Employment Opportunity

**POSITION:** HEALTH SERVICES SUPPORT WORKER

**CLASSIFICATION:** Full Time | Term (until June 30, 2022)

**WAGE:** \$16.00 + (dependent on education and experience)

**DEPARTMENT:** Health & Social Development

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### JOB SUMMARY:

The Cowessess First Nation Health & Social Development Department is seeking a highly motivated individual to join their team as a Health Services Support Worker. This is a support position under the direct supervision of the Community Health Representative and is overall accountable to the Director of Health & Social Development. The Health Services Support Worker will assist in all program areas of the Health & Social Development Department that require additional support services. **The successful candidate must possess a valid unrestricted Driver's License**, be open to conducting multiple tasks at any given time and willing to work flexible hours as required.

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### QUALIFICATIONS:

- ✓ Grade 12 (or equivalent) with some training and experience in administration
- ✓ Strong computer skills and be proficient in Microsoft Office programs (i.e. Word, Excel, Publisher)
- ✓ Excellent communication skills to deal effectively with the public and fellow employees
- ✓ Excellent coordination, organizational and time management skills to effectively conduct multiple tasks simultaneously
- ✓ In good physical condition to meet job requirements
- ✓ A team player and possess the ability to take direction and work with minimum supervision
- ✓ Well organized, punctual, dependable and ensure that confidential matters remain confidential
- ✓ As an ambassador of the Cowessess First Nation, must live a healthy lifestyle and be in good standing within the Community
- ✓ **Must possess a valid unrestricted driver's license**
- ✓ Must be able to work flexible hours and travel when required
- ✓ Willing to submit a Criminal Record Check (vulnerable sector)

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### ADDITIONAL INFORMATION:

Complete applications should consist:

**Deadline to Apply: January 24, 2022**

1. Resume & Cover Letter
2. Three (3) References
3. Vulnerable Sector Criminal Record Check

**Please send applications to:**  
**[Careers@cowessessfn.com](mailto:Careers@cowessessfn.com)**

For further information about career opportunities, please contact Cowessess First Nation Human Resources at:  
(306) 696-2520 or email at [Careers@cowessessfn.com](mailto:Careers@cowessessfn.com)