

INTERNAL JOB AD

HEALTH SECRETARY SHIBOGAMA HEALTH AUTHORITY

Shibogama First Nations Council is a progressive Tribal Council consisting of five First Nations communities, three of which have transferred to a community-based health care system. The incumbent to this position must be committed to a community development philosophy, embrace the Primary Health Care Model and demonstrate the ability to be a team player.

Under the supervision of the Shibogama Health Director, the Health Secretary is responsible for providing secretarial support to the health managers and ensuring the smooth operation of the health administration office.

QUALIFICATIONS:

- Diploma/Certificate in Office Administration and/or equivalent work experience in a health-related field with a First Nation organization.
- Computer literate
- Good verbal and written skills.
- Oji-cree is an asset.
- Ability to work under minimum supervision.

RESPONSIBILITIES:

- Arrange travel and accommodations for staff
- Receive and distribute correspondence.
- Pick up mail and medical packages.
- Photocopy and compile packages for distribution.
- Organize Health Director meetings.
- Order and stock office supplies as required.
- Prepare and distribute correspondences, reports, minutes, manuals, forms and proposals.
- Perform other duties as described in job description.

Shibogama Health Authority wishes to thank all those individuals who have taken time to apply. Only those selected for an interview will be contacted.

Start Date: January 25, 2010

Salary: Salary commensurate with experience and qualifications.

Closing Date: January 7, 2010

Please submit three references, one of which should be the current supervisor, and your resume to:

Sol Mamakwa, Health Director
Shibogama Health Authority
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