



● EMPLOYMENT OPPORTUNITY ●

The Western Cree Tribal Council is seeking an individual to fill the position of:

**TEMPORARY TERM POSITION to August 1st 2024
(Filling Maternity leave)
HEALTH PROGRAM SUPPORT**

Join a team of professional staff serving Western Cree Tribal Council Member Nations. Interested applicants should possess the following skills and qualifications:

- Under the direction of the Director of Health and/or CEO, this position provides support functions for the Western Cree Tribal Council Health Program.
- Maintain Health program files.
- Work with the Director, Client Care and IRS to Schedule and organize community meetings/workshops/events.
- Maintain up-to-date client information files and provide reports as requested.
- Assist with Work Plan Development and Program reporting.
- Work with Kiva and Schedule Appointments for Mental Health Support Services
- Safely preserving the original copy of minutes, Program Reports and other documents as required.

Qualifications:

Minimum Grade 12 High School Diploma, Office Administrative Certificate preferred. A Health background would be an asset. A strong knowledge of Word and Excel computer skills. Ability to speak Cree would also be an asset. Must have clear Criminal Record Check and Child Welfare Information Check and valid Driver License.

Salary Range: Salary to commensurate with qualifications and experience.

Closing Date: September 19, 2023 at 4:00 p.m.

Please fax or email resume in confidence to:

Western Cree Tribal Council

Attention: Elaine Goodswimmer

Fax: (780) 532-3339

Email: executive.assistant@westerncree.ca

We appreciate the interest of all applicants; however, we will contact only those selected for interviews.