



## EMPLOYMENT OPPORTUNITY

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

### **Health and Administrative Assistant**

#### **Term Position: One Year**

**About WCTC:** Western Cree Tribal Council (WCTC) is a dynamic organization committed to promoting the well-being and prosperity of our member First Nations. We are currently seeking a dedicated and experienced Health and Administrative Assistant to join our team and contribute to our mission of health, sustainability and growth of our Member Nations.

**Job Overview:** The Health and Administrative Assistant is responsible for assisting the Health Director with efficient operation and delivery of the WCTC Health Program to all First Nations of Western Cree Tribal Council. It encompasses all current aspects of Western Cree Tribal Council Health Program and any future program delivery service endeavors of Western Cree Tribal Council. In general, the assistant will be ultimately responsible for programming, participant support and daily operations of the Health Program.

This position will be under the direct supervision of the Health Director and shall maintain a direct working relationship with all applicable Western Cree Tribal Council Directors.

**Primary Duties and Responsibilities:** As the Health and Administrative Assistant you will be responsible for:

- **Cross-functional Collaboration:** Collaborating with other agencies and departments to support strategic decision making and enhance the overall success of program participants.
- **Program Facilitation and Event Planning:** Assist with organizing and facilitating programs and events, ensuring alignment with organizational goals and participant needs.
- **Case Management** Provide support to Health Director and the Health Program team for case management services to support clients through program delivery.
- **Data Entry:** Entering client and program data into a reporting software.
- **Administration:** Assisting the Health Director with administrative tasks.

#### **Qualifications:**

- Working knowledge of Employment Case Management practices.
- Strong understanding of barriers related to First Nation Health.
- Experience in facilitating partnerships with external organizations, industry partners, and the Member Nations.
- Ability to support the Health Program clients in a positive, courteous, respectful, and professional manner.
- Strong prioritization skills and adaptability to changing schedules and priorities.
- Capable of working independently and collaboratively as part of a team.
- Discretion in handling sensitive information and maintaining confidentiality.
- Excellent skills in writing, planning, organizing, and time management.
- Knowledge of Cree and/or Dene language and culture is an asset.

**How to Apply:** If you are a highly motivated individual, please submit your resume and a cover letter detailing your relevant experience and qualifications to [hr@westerncree.ca](mailto:hr@westerncree.ca) For more information please contact Alicia Jones at 780.518.0241. Please include "Health and Administrative Assistant Application" in the subject line.