

Employment Opportunities



Position: Administrative Assistant – Support Worker – Part Time
Service Area: Siksika Support Centre / True North Safe Connections
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: June 24, 2024
Closing Date: July 8, 2024
Competition Number: SSCAASW-01-06-24-24

POSITION SUMMARY:

The Administrative Assistant-Support Worker ensures support of the day-to-day operations of the Siksika Support Centre pilot project- Safe Connections are completed in an efficient and timely manner.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Assist the Indigenous Liaison in completing client meetings and educational programming.
- Provide clerical and administrative support when required for the Safe Connections Program.
- Assist in the collection and recording of client data.
- Assist the Indigenous Liaison in ensuring all paperwork and data collection is completed in a timely manner.
- Assist Indigenous Liaison in supporting Siksika Nation members in connections to services.
- Ensure all supplies are available for clients and programming.
- Submitting an end-of-week report of activities.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Knowledge of general office procedures.
- Knowledge of Microsoft Office Outlook, Excel, and Word applications.
- Must have excellent communication, organizational and interpersonal skills.
- Able to work independently as well as cooperatively with multi-disciplinary team members.
- Ability to maintain confidentiality and exercise good judgment.
- Ability to work with clientele and the public in a courteous and friendly manner.

Education and Experience

- High School Diploma or G.E.D. Equivalent required, OR Office Skills Certificate from a recognized Post-Secondary Institution required.
- Six months' experience in clerical or administrative role required.
- Valid Class 5 Driver's License required.
- Satisfactory current Driver's Abstract required.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.