

Employment Opportunity



Position: Admissions Coordinator
Service Area: Iltaisokinaapyoyis Healing Lodge
Location: Iltaisokinaapyoyis Healing Lodge
Salary: Based on Education and Experience
Date Posted: December 12, 2025
Closing Date: January 16, 2026
Competition Number: IHL-01-12-12-25

POSITION SUMMARY:

The Healing Lodge is seeking an organized and compassionate Admissions Coordinator to manage the intake and admission process for clients entering the recovery program. This role is the critical first point of contact for individuals seeking admission, their families, and referral partners. The Admissions Coordinator ensures that the admission process is welcoming, thorough, efficient, and aligned with the Lodge's values of respect, cultural safety, and recovery-oriented care.

Formal work hours are Monday through Friday, with occasional evening or weekend hours for intake meetings or community partnerships

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

MINIMUM QUALIFICATIONS:

Manage the admissions intake process, including initial contact, information gathering, and eligibility assessment. Respond to inquiries from prospective clients, families, and referral partners regarding admission and programming. Respond to inquiries from prospective clients, families, and referral partners regarding admission and programming. Ensure all intake documentation is complete, accurate, and filed securely in accordance with privacy regulations.

Required Knowledge, Skills, and Abilities

- Knowledge of intake processes, admissions procedures, and health information systems.
- Understanding of recovery principles, trauma-informed care, and cultural safety.
- Strong communication and interpersonal skills, with the ability to provide welcoming, respectful service.
- Strong organizational and administrative skills, with high attention to detail and accuracy.
- Ability to work with diverse populations, including those with complex health and social needs.
- Commitment to recovery-oriented, trauma-informed, and culturally safe practices.

Education and Experience

- Post secondary certification in Records Management, or equivalent work experience in Human Services field.
- Minimum of three years of experience in administrative, intake, or client service roles, preferably in health or social services.
- Familiarity with health information systems or database management is valued.
- Experience with recovery-oriented or culturally grounded services is an asset.

Other:

Clear criminal record and vulnerable sector check acceptable to the Healing Lodge.

Valid standard First Aid/CPR certification (or willingness to obtain within a specified timeframe).

Valid Alberta Class 5 Driver's License may be required for community partnership engagement.

Preference given to applicants with knowledge of Siksika Nation culture and experience working with Indigenous communities.

Some ability to communicate in the Siksika language is an asset.

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.