

Employment Opportunity



Position: Administration Specialist
Service Area: Healing Lodge
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: April 27, 2026
Closing Date: Until position is filled
Competition Number: IHLC-01-04-27-26

POSITION SUMMARY:

The Admin Specialist provides front-office, records, scheduling, and general administrative support that helps SIHLRC operate smoothly each day. This role is often the first administrative point of contact and contributes to accurate documentation, organized communication, and reliable coordination across teams. The position supports a professional, respectful environment for relatives, visitors, and staff.

Applicants must demonstrate clear alignment with SIHLRC's vision, mission, values, and recovery-oriented approach, including Siksikaitsitapi teachings, Blackfoot cultural values, trauma-informed practice, harm reduction, and Recovery-Oriented Systems of Care (ROSC)

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

1. Manage reception, phone, email, and front-desk interactions in a professional and welcoming manner.
2. Maintain files, forms, records, and documentation with accuracy and confidentiality.
3. Coordinate schedules, appointments, meetings, and routine administrative follow-up.
4. Prepare correspondence, meeting materials, and administrative reports as assigned.
5. Track supplies, forms, and office needs to support uninterrupted operations.
6. Support internal communication and redirect inquiries appropriately across SIHLRC teams.
7. Uphold respectful service standards in all interactions with relatives, staff, and visitors.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Knowledge of reception, scheduling, records, and general office procedures.
- Strong organization, accuracy, and time management skills.
- Strong interpersonal communication and customer service skills.
- Ability to work calmly in a busy, multidisciplinary environment.
- Strong computer, scheduling, and document management skills.
- Ability to manage confidential records and information securely.
- Ability to maintain professionalism, discretion, and a welcoming presence.

Education and Experience

High school diploma or equivalent, or equivalent community-based and cultural experience. Minimum one to three years of experience in administration, reception, or office support.

Professional Designation/Certification/Licenses:

Clear Criminal Record Check and Vulnerable Sector Check prior to employment.

Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

Submit cover letter and resume to EMAIL

careers@siksikarecovery.com Please Quote **Administration Specialist** in the subject line.

CALL 403-361-4583 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