

JOB OPPORTUNITY



Sagkeeng Anicinable

Sagkeeng Health Centre – Jordan's Principle

Respite Coordinator

Full-time / Permanent

DUTIES:

1. Assign and coordinate respite staff to meet the clients' health needs within the budgetary constraints of the program
2. Supervise respite workers
3. Prepare and submit program activity reports to appropriate agencies as per established timelines
4. Provide administrative/clerical support necessary to the JP program, including but not limited to:
 - a. Organize and maintain files (electronic and hard copy)
 - b. Prepare documents including but not limited to reports, letters, spreadsheets, databases, PowerPoint presentations, and newsletters.
 - c. Assist in the organization of overnight and/or out-of-community travel for the JP staff
 - d. Order equipment and supplies as necessary
5. Other duties as assigned

QUALIFICATIONS:

- Post-secondary education (certificate, diploma, or degree) in business management and/or human services
- Minimum three (3) years' experience in an administrative or human service related position
- An acceptable combination of education and experience may also be considered.
- Specialized training may also be provided
- Previous supervisory experience an asset
- Class 5 driver's license
- Access to personal vehicle for work purposes
- Intermediate Computer Skills – email, intermediate Microsoft Office, electronic documentation/charting, etc.
- First Aid/ CPR is an asset;
- Current Criminal Record Check, Vulnerable Sectors check, and Child Abuse Registry Check;
- Preference will be given to applicants of Aboriginal / First Nations ancestry



APPLICATION DEADLINE:

June 15th, 2018

Interested applicants must submit:

- a cover letter / resume,
- Vulnerable Sectors Check
- Child Abuse Registry (or proof of application)
- Photocopy of driver's license

Attention to:

Human Resource Manager
Sagkeeng Government
Box 3, Fort Alexander, MB
R0E0P0

Resumes can be mailed to the above address, emailed to jobs@sagkeeng.ca

or dropped off at the Sagkeeng Government Band Office.

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED