



# ALEXIS HEALTH SERVICES

Alexis Nakota Sioux Nation

## Employment Opportunity

The Alexis Health Services is seeking casual:

### Clerical Support – Receptionist/File Clerk

for Health Centre #1

Alexis Health Services is looking for an employee who is able to work in a fast pace, high demand environment to support health staff, outside professional staff, and community members. Clerical Support is responsible for carrying out all *reception and administrative related duties* for Health Centre # 1.

#### DUTIES/RESPONSIBILITIES:

As listed, but not limited to:

- Open and close Reception area of HC#1, Monday to Friday 8:30 a.m. – 4:30 p.m.
- Create a supportive and welcoming environment by greeting guests, answering phone calls, directing visitors, and taking messages for employees in a professional manner.
- Maintain record of all incoming service providers, mail, faxes, and health supplies.
- Maintain a calendar of schedules for staff, service providers, and events.
- General office duties such as answering phone, faxing, emailing, photocopying.
- Ordering Office Supplies and maintain recording system for those supplies.
- Ability to maintain a database and filing system.
- Ability to work effectively and collaboratively in a team environment and assist all programs within HC#1 with Community Events, which can include creating event posters, spread sheets for events, and reporting.
- Must have professional conduct and appearance in keeping with a representative of the Nation and Alexis Health Services.

#### QUALIFICATIONS:

- Preference will be given to candidates with either/or:
  - An Office/Business Diploma and/or Certificate
  - A minimum of 2 years office administration/receptionist/file clerk experience
- Ability to speak the Nakota Sioux Language
- Knowledge of Nakota Sioux Culture and Traditions
- Proficiency in Microsoft Word and Excel, as well other computer programs.
- Excellent communication skills: Both Verbal and Written.
- Time management skills in order to prioritize activities in high volume situations
- Clear understanding of privacy legislation.
- Excellent communication and interpersonal abilities.
- Is detail oriented and has exceptional client support, engagement and advocacy skills.
- Flexibility to be able to move between activities and duties quickly if priorities change.
- Reliable and punctual.
- Valid Driver's License.
- Criminal Record Check required.

**Closing Date: August 28, 2024 @ 4:30 pm**

PLEASE SUBMIT **COVER LETTER & RESUME**

Mail, Hand Deliver, FAX or EMAIL

TO: Patricia Roth, Interim Health Director

Alexis Health Services, Box 39, Glenevis, Alberta, T0E 0X0

Fax No.: (780) 967-1109 - Email Address: patricia.roth@ansn.ca

**POSTED: Tuesday, August 13, 2024**

**P.O. BOX 39, GLENEVIS, ALBERTA, T0E 0X0 PH: (780)967-1090 FAX: (780)967-1109**