



JOB OPPORTUNITY

PINAYMOOTANG FIRST NATION HEALTH CENTRE **Administrative Assistant/Intake Worker**

The Pinaymootang Health Centre is an accredited health run facility and is seeking applications for a one-year full time term position of Administrative Assistant/Intake Worker under its new pilot project for Adults with the Intellectual Developmental Exceptionalities Program. To provide services and resources to individuals and their families living with intellectual and developmental exceptionalities on reserve.

The Administrative Assistant/Intake Worker under the guidance of the Case Manager Specialist will be responsible for actively promoting the provision of quality individualized supports and regular access to facilities and services within the community and encourage active family participation.

Key Responsibilities:

- Administrative duties for the Adults with Intellectual Developmental Exceptionalities Team.
- Coordination of intakes and referrals.
- Coordination of family conferences, and care planning.
- Organization of team meetings, community events and professional development.
- Convey research OCAP principles grounded in First Nation perspectives.
- Communication strategy to be implemented with individuals, families, service providers, community, leadership and stakeholders indicating project objectives, goals, process and potential benefits.
- Manage expectations of program participants and ensure the purpose of the project is kept at the forefront.
- Convey research OCAP principles grounded in First Nation perspectives.

Qualifications:

- Grade 12
- Previous administrative experience is an asset
- critical thinking and problem-solving skills
- Highly-motivated team player who is innovative and creative; has a proven ability to work with a very high degree of accuracy and attention to detail
- Ability to function under pressure and use tact, diplomacy and good judgment
- Ability to work independently, make appropriate timely decisions and act as required
- Ability to maintain a high level of confidentiality
- Knowledge and understanding of First Nations Culture and Language would be an asset

Please forward your resume and a cover letter in confidence no later than **Friday, February 17, 2023** to:

Gwen Traverse, Director of Health or gwen@pfnhealth.com
Pinaymootang First Nation Health Centre
842 Main Market Road
Fairford, Manitoba ROC OX0

The successful candidate must undergo and provide a Child Abuse Registry and Criminal Check.