



JOB OPPORTUNITY

PINAYMOOTANG FIRST NATION HEALTH CENTRE Off-Reserve Administrative Assistant/Intake Worker

The Pinaymootang Health Centre is an accredited health run facility and is seeking applications for a full time Administrative Assistant/Intake Worker under the Jordan's Principle – Child First Initiative.

The Administrative Assistant/Intake Worker under the guidance of the Case Manager will be responsible for actively promoting the provision of quality individualized supports and regular access to services for **off-reserve** Pinaymootang residents.

Key Responsibilities:

- Administrative duties for the Off-Reserve Case Manager and the Jordan's Principle, Child First Initiative Team.
- Coordination of intakes and referrals.
- Coordination of family conferences, and care planning.
- Organization of team meetings, community events and professional development.
- 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 client needs are kept at the forefront.
- The Off-Reserve Administrative Assistant/Intake Worker will be based out of the Pinaymootang Health Centre providing supports to Pinaymootang residents that reside off-reserve.

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 **Thursday, March 23, 2023** to:

Gwen Traverse, Director of Health or gwen@pfnhealth.com
Pinaymootang First Nation Health Centre
842 Main Market Road
Fairford, Manitoba ROC 0X0

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