

**Job Posting**  
**Home Care Administrative Support Worker**  
**Part Time Permanent**

**General Description**

The Home Care Admin Support will provide overall program support in the areas of clerical, bookkeeping and reporting duties. The successful candidate will work under the supervision of the Home Care Nurse Manager and the Home Care Board.

**Budgetary Duties**

- Oversee budgetary and expenditure needs within the program
- Maintain accurate financial records and submit detailed financial reports to the Board
- Demonstrate accountability and transparency of financial information
- Follow direction from the Board in regards to budget and expenditures

**Clerical Duties**

- Maintain an up to date filing system
- Provide basic receptionist duties
- Meeting preparation such as agenda, minutes, etc...
- Typing, photocopying and faxing as necessary
- Supervise utilization of computerized health systems such as FNIHIS, including data entry

**Reporting**

- Complete reports required by FNIHB, INAC and Home Care Board as required

**Qualifications**

- Experience with budgets
- Experience using Microsoft Office
- Effective time management skills
- Ability to work as a team player
- High level of personal ethical standards and confidentiality
- Maintain a healthy, addiction free lifestyle
- Valid Saskatchewan driver's license

**Submit Application to: Clarissa Paul, HCN/M/A**  
**Leave with reception at Kahkewistahaw or Ochapowace Clinic or email to: [cpaul1@onehealth.ca](mailto:cpaul1@onehealth.ca)**

**Closing Date: May 29, 2018 at 4:30 PM**