



JOB OPPORTUNITY

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Family Wellness-Prevention Ochapowace Nation – Job Posting

Position: ADMINISTRATION SUPPORT WORKER

Status: Permanent/Full-Time

JOB SUMMARY:

The administrative support Prevention plays a vital role in assisting the Prevention department with day-to-day operations, ensuring efficient delivery of health programs and services. They will serve as a key liaison between health service providers, community members, and the department.

DUTIES AND RESPONSIBILITIES

- Perform general administrative tasks such as managing correspondence, scheduling meetings, maintaining records, and preparing reports.
- Assist in the preparation and dissemination of health education materials and cultural programming information.
- Maintain accurate and confidential records in compliance with privacy standards.
- Act as a point of contact for community members seeking information on health resources or cultural programming.
- Work with Elders, knowledge keepers, and cultural advisors to incorporate traditional practices into health and prevention initiatives.
- Coordinate with health professionals, external agencies, and Ochapowace Nation staff to streamline service delivery.
- Contribute to creating a safe and culturally inclusive environment for all community members.

SKILLS, QUALIFICATIONS AND COMPETENCIES

- Post Secondary education in office administration, health services, or a related field.
- Experience working in administrative roles, preferably in health, community services, or Indigenous organizations.
- Strong knowledge of Ochapowace Nation's culture, traditions, and language are an asset.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and office equipment.
- Demonstrated ability to maintain confidentiality and work with sensitive information.
- Respectful and knowledgeable of traditional cultural protocols and practices.
- Strong interpersonal skills and the ability to build relationships with community members.
- Flexible, adaptable and able to work independently or as part of a team.

Selection Process: Candidates will be selected for this position based on their skill, ability, experience and qualifications as identified in the resume. Preference will be given to Ochapowace Nation Members.

Application Deadline: March 20, 2025 @ 4:30 p.m.

Please send your resume and cover letter, with three (3) references to:

hr@ochapowace.ca