



DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

EMPLOYMENT OPPORTUNITY

POSITION:	Administrative Assistant Dakota Ojibway Health Services (DOHS) – Jordan’s Principle
ADVERTISEMENT #:	2425-12
LOCATION:	Dakota Ojibway Health Services BRANDON, MB
SALARY:	Based on education and experience
INTERVIEWS:	To be determined
CLOSING DATE:	Monday, July 29, 2024 @ 12:00 pm (Internal posting open to DOTC employees & community members)

ADMINISTRATIVE ASSISTANT – JORDAN’S PRINCIPLE

Under the direction and supervision of the Dakota Ojibway Health Services (DOHS) Jordan’s Principle Supervisor, the Administrative Assistant with the Jordan’s Principle team is responsible for providing administrative and clerical services in order to ensure effective and efficient operations for the DOHS Jordan’s Principle Program.

KEY RESPONSIBILITIES:

- Provide administrative support to the Jordan’s Principle Supervisor and Program staff.
- Maintain accurate filing system and database relevant to information to the Jordan’s Principle Supervisor and supporting Program Staff
- Schedule & maintain meeting arrangements for Jordan’s Principle Supervisor and Program Staff
- Prepare and transcribe minutes for Jordan’s Principle Program Meeting(s)
- Maintain filing system on accounts related to Jordan’s Principle for auditing purposes
- Create cheque requisitions and record of expenses for the Jordan’s Principle Program
- Office management and procedures as required

QUALIFICATIONS: (including, but not limited to)

- Minimum Grade 12 completion with a Post-Secondary Education preferred
- Minimum 2 years’ of administrative support experience
- Knowledge of Jordan’s Principle purpose, programs and services
- Knowledge of relevant legislation such as CFS Act, Vulnerable Persons Legislation an asset
- Knowledge of community resources on and off reserve available to clients and their families an asset
- High degree of accuracy and attention to detail
- Must have excellent written and verbal communication skills
- Attention to detail and strong interpersonal skills
- Strong ability to independently solve problems
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Good organizational, time management and prioritizing skills
- Proficient in use of Apple Products and Microsoft Office Applications

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver’s License
- Current Criminal Records/Vulnerable and Child Abuse Registry Checks
- Access to a reliable vehicle

We thank all who apply and advise that only those selected for an interview will be contacted.

Interested applicants are invited to forward a resume and cover letter, including two (2) references to:

Attn: Theresa Myran, Executive Assistant
Ph: (204) 988-5370 Fax: (204) 947-5179
Email: theresam@dohs.ca

****Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email****

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR FURTHER PROCESS OF APPLICANT CONSIDERATION.