



EMPLOYMENT OPPORTUNITY

Director of Health Administrative Assistant

Department: Health Services
Posting Date: Jan 24th, 2025
Location: Nipissing First Nation, ON
Schedule: Standard Work Week/35hrs
Job type: Permanent – Full Time
Vacancies: 1
New or Existing Position: New
Reports To: Director, Health Services
Starting Salary: \$47,356.40

The Health Services Administrative Assistant provides vital support to the Director of Health Services and occasionally to the managers within NFN's Health Services. This role assists in the management and operations of all health programs, including the resolution of concerns, issues, and problems. Given its nature, the position handles a range of confidential information and therefore must maintain the highest level of confidentiality and privacy while performing secretarial, clerical, and support services.

What you'll do in the role

- Assist the Director of Health Services in managing healthcare operations and services.
- Coordinate and schedule meetings, appointments, and conferences for the Director and other senior management.
- Prepare reports, presentations, and communications for internal and external stakeholders.
- Maintain confidential patient records and sensitive healthcare information.
- Support budget preparation and financial tracking of health services and programs.
- Monitor regulatory requirements and ensure compliance with healthcare laws and standards.
- Communicate with various departments to ensure smooth and efficient operations.
- Manage and supervise administrative staff within the health administration department.
- Assist with strategic planning and implementation of health programs and initiatives.
- Assist in the preparation of policies, procedures, templates, and briefing memos.
- Prepares cheque requisitions on behalf of Director of Health services
- Prepares support letters Signature.
- Support special projects or initiatives under the Health Services portfolio.
- Perform additional tasks as assigned by the Director of Health Services.

Director of Health Administrative Assistant

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages.

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have post-secondary education in Office Administration, Health Administration, or a related field.
- Must have at least 3 years of experience in an administrative or clerical role, preferably within a health services environment.
- Minute-taking certification is an asset.
- Strong organizational and leadership skills.
- High level secretarial skills; good knowledge of office practices and procedures.
- Ability to work with tact and discretion in a community and political environment.
- High level sensitivity to Indigenous issues.
- Must have the ability to identify alternate solutions to problems and recommend or select the optimum solutions based on board objectives or criteria.
- Solid knowledge and skillset to provide administrative support services at an executive level.
- Knowledge of healthcare regulations, medical billing, and healthcare management processes.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and healthcare management software.
- Ability to work in a fast-paced, high-pressure environment.
- Strong attention to detail and problem-solving abilities.

APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing - 1st Round February 7th, 2025

Director of Health Administrative Assistant

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing - 2nd Round February 14th, 2025

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing - 3rd Round February 21st, 2025

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter, resume and any relevant portfolio or examples of previous projects (if applicable) to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.***

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.