



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	HEALTH ASSISTANT
HOURS:	35 HRS PER WEEK
SALARY:	TO BE DETERMINED BASED ON EXPERIENCE AND EDUCATION
TERM:	PERMANANT
REPORTS TO:	SUMAS FIRST NATION TEMPORARY HEALTH AND WELLNESS MANAGER

1.0 PURPOSE & SUMMARY

Sumas First Nation is looking for a qualified individual to take on the role of Health Assistant to the Temporary Health and Wellness Manager. The Health Assistant reports directly to the Temporary Health and Wellness Manager and will be responsible for providing a wide variety of support functions. These support functions include reporting on various data, office administration duties, correspondence and interdepartmental communications with a wide variety of internal and external contracts. This role will be responsible for answering, screening, and directing calls, coordinating meetings, conferences, along with other supportive activities.

2.0 DUTIES & RESPONSIBILITIES

- 1) Provide sophisticated calendar management for the Temporary Health and Wellness Manager. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day operations.
- 2) Schedule meetings, draft agendas, develop, compile, and distribute presentation materials, and record meeting minutes on behalf of the Temporary Health and Wellness Manager.
- 3) Complete a broad variety of administrative tasks that facilitate the Temporary Health and Wellness Manager's ability to effectively lead the Health Department, including assisting with special projects, designing and producing complex documents, reports, and presentations, collecting and preparing information for meetings with staff and outside parties, composing and preparing correspondence, maintaining contact lists, making travel arrangements and completing expense and mileage reports.
- 4) Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Health Department, including those of a highly confidential or critical nature.
- 5) Provide office reception coverage including coordinating access to the Sumas First Nation Health and Wellness Building.
- 6) Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect Temporary Health and Wellness Manager's style and organization policy.
- 7) Work closely with the Temporary Health and Wellness Manager to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- 8) Maintain open communications with the Health and Wellness Department, including meeting regularly and providing information and documents as needed.
- 9) Complete projects by assigning work to appropriate staff within the Health and Wellness Department on behalf of the Temporary Health and Wellness Manager as directed.
- 10) Follow up on contacts made by the Temporary Health and Wellness Manager to cultivate ongoing relationships.
- 11) Manage all aspects of Sumas First Nation's Health and Wellness office services.
- 12) Assist in developing office policies and procedures for improved workflow and anticipate future needs as the organization grows.
- 13) Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of the department.
- 14) Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning.

- 15) Supervise IT consultants.
- 16) Prepare and process invoices for billings.
- 17) Replenish Health and Wellness office materials such as snacks, printer supplies, paper, and office supplies for example.
- 18) Provide hospitality to all guests and help to create a welcoming environment.
- 19) Invest in building long-lasting relationships both externally and internally.

3.0 QUALIFICATIONS

- 1) Minimum of an Undergraduate Degree and/or an equivalent amount of education and experience.
- 2) Minimum of one (1) year work experience in office administration.
- 3) Strong administrative background skills.
- 4) Customer service orientated with ability to meet client expectations.
- 5) Prior experience working in a fast-paced office environment with the ability to prioritize.
- 6) Experience in working with First Nations communities and/or organizations an asset.
- 7) Proven ability to maintain confidentiality.
- 8) Working knowledge of office procedures, records management, and document processing.
- 9) Ability to develop and maintain effective working relationships with peers, managers, community members, contractors, and suppliers.
- 10) First Nations descent is considered an asset.
- 11) Advanced knowledge and expertise about Microsoft Excel, Word, Zoom, Go-To Meetings.
- 12) Appreciation of First Nations culture, traditions, procedures and protocols.

4.0 CONTACT

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com
Deadline: January 20th, 2025