



**BLOOD TRIBE DEPARTMENT OF HEALTH INC.**

**TITLE:** Administrative Assistant  
**PROGRAM:** Kainai Home Care

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**REPORTING TO:** Home Care Nurse Manager

**SUMMARY OF WORK:**

Under the supervisions of the Home Care Nurse Manager and as a member of a multi-disciplinary team, the Administrative Assistant provides technical skills, practical knowledge and self-motivation to carry out clerical functions and support for the Home Care program.

**PROFESSIONAL QUALIFICATIONS:**

- Graduate of approved secretarial program (or related program).
- Other certifications/competencies as required by program/department.
- Minimum of two years of experience in related area.
- Possess excellent computer skills and be familiar with computer programs.

**PERSONAL QUALITIES:**

- Shall be mature, flexible, pleasant and exercise a high degree of initiative and judgment.
- Must have necessary communication and interpersonal skills to provide effective interaction between all persons, including co-workers.
- Must act with integrity and treat all information regarding clients, physicians, employees, financial and operational status of the organization as confidential.
- Knowledge of the roles of the multi-disciplinary team members.
- Ability to function independently and effectively.
- Assumes responsibility to maintain or improve personal health and well-being.
- Able to provide and receive feedback.

**SALARY RANGE:**

- Salary Grid as established by BTDH.

**DEADLINE FOR APPLICATION:** April 28, 2021.

Please forward a Cover Letter, Resume, Current Criminal Record Check, Copies of Credentials and Three (3) updated references to:

**Blood Tribe Department of Health Inc.**  
**C/O: Human Resources**  
**P.O. Box 229**  
**STANDOFF, AB T0L 1Y0**  
**Phone: 737-3888 EXT 8408**  
**FAX: 403-737-3985**  
**Email: rana.tm@btdh.ca**

**INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**

BTDH thanks all of those who apply but only those whom are selected for an interview will be contacted.  
Thank you.