



Aisokinaki Clinic

Box 3231 Piikani Nation, Brocket Alberta T0K 0H0

P: 587-421-2010 Efax: 403-444-9818

Part Time Position

Job Title: Office Assistant

Location: Aisokinaki Clinic, Piikani Nation.

Job Type: Term Contract until March 31, 2027

Schedule: Monday to Wednesday 8:00 AM - 4:00 PM (24 hours/week) with potential to increase to full-time

Wage: Hourly rate 25.00 per hour

Aisokinaki Clinic is looking for a Part-time Office Assistant. The Office Assistant is responsible for providing front-line reception, administrative, and community outreach support to Aisokinaki Clinic. This position serves as the first point of contact for patients, visitors, healthcare providers, and community members while assisting with the coordination and promotion of clinic services, health programs, and community initiatives.

The successful candidate will be professional, organized, compassionate, culturally respectful, and capable of managing multiple responsibilities in a busy healthcare environment. The position requires strong communication skills, attention to detail, discretion, and a commitment to maintaining patient confidentiality while supporting the effective delivery of clinic services and community programming.

Duties Include (but not Limited to):

- Greet patients and visitors in a friendly, professional, and respectful manner.
- Answer incoming telephone calls, respond to general inquiries, and direct calls to the appropriate staff member.
- Schedule, confirm, reschedule, and cancel patient appointments.
- Register patients and maintain accurate demographic and contact information.
- Complete appointment reminder calls in accordance with clinic procedures.
- Communicate patient concerns, urgent matters, and operational issues to the appropriate supervisor.
- Assist in planning and promoting Aisokinaki Clinic services, community outreach programs, and health initiatives.
- Build and maintain respectful relationships with community members, families, schools, organizations, and service providers.
- Participate in the Wellness Sessions Aisokinaki Plans.
- Assist with participant registration and event logistics.
- Maintain strict confidentiality of all patient, employee, and clinic information.
- Maintain a professional and respectful work environment.

Minimum Qualifications:

- High school diploma or equivalent preferred.
- Previous experience in reception, administration, customer service, healthcare, or community outreach is an asset.
- Strong verbal and written communication skills.
- Intermediate computer skills, including email, data entry, document preparation, and Microsoft Office applications.
- a valid Class 5 driver's license and reliable transportation.

Applications MUST Include: Cover Letter, Resume, and Criminal Record Check including vulnerable persons

Deadline: Will remain open until a suitable candidate is found.

Send to: Attention: Clinic Manager

Email: jamie@aisokinakclinic.com