



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY



GRAND COUNCIL TREATY #3
HEALTH COUNCIL

Position: Federal Health Administrative Coordinator
Duration: Indefinite depending on funding
Location: Grand Council Treaty #3 Administration Office, Kenora ON
Closing Date: Open Until filled

Under the supervision of the Federal Health Policy Analyst, the Grand Council “**Federal Health Administrative Coordinator**” will work closely to provide administrative support for the Health Department and provide day to day management and implementation of Health Liaison and Health Council activity. The Federal Health Administrative Coordinator will also work closely with GCT#3 Health Staff to provide engagement support to various files. The Federal Health Administrative Coordinator is also accountable for drafting, reviewing and editing time-sensitive correspondence. Excellent customer service skills are a must. This individual will be highly organized and able to work with a variety of departments and the public in order to fulfil the job requirements. Other duties, relevant to the position, shall be assigned as required.

Duties and Responsibilities:

- Assist with the coordination of meetings for the Grand Council Treaty #3 Health Department;
- Liaise with and build effective relationships with internal and external stakeholders.
- Schedules, confirms, and arranges appointments and meetings of the GCT3 Health Department. Prepares agenda, meeting kits including other traditional protocol items, meeting packages, sign in sheets.
- Coordinates travel and meeting arrangements: arranges travel schedules, make reservations, submit travel expense, cheque requisitions, purchase orders, venue coordination, travel reconciliation;
- Work collaboratively with the health team on various files, projects as requested;
- Assist in the development and delivery of public promotion strategies to increase community awareness and engagement;
- Assist in compiling data, statistics, and other information to support research activities;
- Work with project/ sub-committee leaders and internal resources to ensure progress with projects is maintained;
- Liaise with Council representatives and leadership, ensuring they are kept up to date with information related to health;
- Draft various reports for as required;
- Records and prepare minutes of meetings, maintaining filing and distribution of minutes;
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly;
- All other related duties assigned by supervisor and Leadership of GCT#3.

Qualifications:

- Experience in Health Administration duties;
- Graduated from secondary or post-secondary school with health related studies;
- Ability to work on an on-call basis and irregular and extended working hours during an emergency response;
- Experience in working with First Nation leadership and demonstrated Indigenous cultural competency.

Preferred Skills:

- Excellent written and oral communication skills.
- Self-disciplined, will have a strong sense of teamwork
- Time management and presentation skills with the ability to follow through on assigned duties independently within strict deadlines.
- Able to work independently, solve problems, and research issues is imperative.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).
- Able to maintain filing systems and basic databases.
- Meticulous records maintenance skills.
- Superior telephone manners and strong interpersonal skills.
- Knowledge of Treaty #3 First Nation traditions, cultures, and values and history.
- Extensive understanding of the diversity among First Nations.
- Self-motivated and able to work independently with limited supervision in a fast paced environment.
- Ability to research information from various sources.
- Ability to speak Anishinaabe language is an asset.

Working Conditions:

- Must have valid driver's license (Equivalent to Class G), in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Must be able to travel and stay overnight.
- Must also be able to work evenings when required.
- Busy office setting and repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Ability to conduct and attend presentations.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Human Resources Manager

Grand Council Treaty #3
P.O Box 1720 Kenora, Ontario P9N 3X7
Fax: 807-548-5041
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.