



## JOB POSTING

**Title:** Health Clerk/Health Finance Administration  
**Reports to:** Health Director or designate  
**Terms:** Permanent Full-Time  
**Hours:** 35 hours per week  
**Salary:** \$36,400 - \$43,680 per annum  
**Location:** Mino Bimaadsawin Health Centre

### Summary:

The Health & Finance Clerk will be the first contact for clients at the Mino Bimaadsawin Health Centre, this position will greet clients and answer incoming telephone calls. The Clerk will be responsible for booking the centre spaces for different departments and meetings. The Clerk will also be responsible for assisting the visiting professionals with clients; and assisting the Health Director with preparation of financial reporting for the funding agencies by compiling and inputting data provided by the staff.

### Duties:

- Answer all incoming calls in a professional manner, keep a log of calls, take messages or transfer calls as required
- Coordinate bookings for Board Room, Traditional Room, exam rooms, and offices
- Sort & distribute incoming mail & faxes
- Greet visitors, announce arrival to appropriate staff or visiting professionals, provide information to clients
- Book appointments with various services (eg. Massage therapist, foot clinic, diabetic educations, dental hygienist, psychologist, counsellor, etc.)
- Make reminder calls to clients prior to appointments
- Compile information and create monthly calendar of events & workshops for Health Centre; copies made for community members and electronic copy emailed to all Band Staff members
- Maintain/update Georgian Bay Fire & Safety binder (access codes for staff, contact list in case of alarm)
- Program access codes for new staff
- Filing
- Monitor and log the sign-out of visitor swipe keys
- Advise and order supplies as needed (eg. Calendars, toners, ink cartridges, office supplies, doctor's supplies)
- Occasional errands as needed
- Various administrative tasks as assigned (eg. Health Fair, rsvp's, contact and mailing lists, etc.)
- Other related duties assigned by the Health Director

### Qualifications:

- Excellent organization skills
- Exceptional oral and written communication skills required
- Maintain confidentiality
- Knowledge of community resources
- Friendly and outgoing nature
- Experience working in an office setting would be an asset
- Strong knowledge of maintaining records and inputting data for reporting requirements
- Ability to take direction and to provide direction to drivers
- Experience working with clients of all ages
- Knowledge of the community and its culture and traditions would be an asset
- Ability to work independently or with minimum supervision, while also being a team player
- CPR/First Aid certificate or willingness to obtain

### Applications MUST include:

- Current covering letter
- Current resume including current contact information (phone number and email address if available)
- Three names of references with telephone numbers and/or email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday December 13, 2019 @ 4:00 p.m.**  
**(\*No Late Applications Accepted\*)**

**Only qualified applicants will be contacted for an interview**  
**Qualified Saugeen First Nation members will be given priority**

**Successful candidate will be asked to provide a current Criminal Record Check**  
**including Vulnerable Sector Screening as a condition of employment**

**Office:** Employment and Training Centre (519) 797-1224  
**By Fax:** (519) 797-3458  
**By E-Mail:** [employment@saugeen.org](mailto:employment@saugeen.org)  
**By Mail:** Saugeen First Nation Hiring Committee RR#1, Southampton, ON N0H 2L0

*If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.*