



MUSHKEGOWUK COUNCIL

Mushkegowuk Council is dedicated to providing quality equitable and accessible support and advisory services to respond to and meet the social, economic, cultural, educational, spiritual, and political needs of first nations, thereby improving the quality of life of our people

EMPLOYMENT OPPORTUNITY

POSITION: Program Assistant – Special Needs Strategy
DEPARTMENT: Health
COMPETITION #: 2024-038
LOCATION: Moose Factory
TERM: Full-Time
CLOSING DATE: September 10, 2024 at 4:00pm EST

POSITION SUMMARY

Reporting to the Office Manager the Program Assistant shall be responsible for administrative, reception and clerical support services to the Health Special Needs Strategy program of Mushkegowuk Council. This role will also act as a first point of contact and provide general information to staff clients, and the public. The Program Assistant must have the ability to adapt to new technology and ability to deal with people sensitively, tactfully, diplomatically, and professionally always.

REQUIREMENTS

- A combination of education and experience in Medical Secretary/Office Administration.
- Experience in effectively creating and working with client databases. Proficient in the use of software applications and other communication related technology.
- Understanding of applicable legislation-PHIPA
- Proven organizational and information management skills.
- Ability to understand reports and other documentation
- Excellent interpersonal, communication (oral and written) and computer skills.
- The ability to speak Omushkegomowin (Cree) would be considered a strong asset.
- Knowledge of the Culture of the relevant First Nations of the Mushkegowuk Territory
- Maintain a positive image within the communities and adhere to the values of the traditional healing program.
- Ability to work as part of a team and communicate effectively with a diversity of people including First Nations as well as government representatives.
- Strong problem solving and decision-making skills.
- Attention to detail and high level of accuracy.
- Stress and time management skills.
- A working knowledge of PS Suites would be considered a strong asset.

WHY JOIN OUR TEAM

Mushkegowuk Council offers a competitive compensation package, as well as a cohesive work environment and opportunities for development.

- ✓ Health and Dental Benefits
- ✓ Employee and Family Assistance Program
- ✓ Matched Pension Contributions
- ✓ Generous Vacation and Leave Entitlements

ADDITIONAL INFORMATION

Full vaccination against COVID-19 is mandatory for this position and operation (the Council will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

HOW TO JOIN OUR TEAM

SUBMIT RESUME AND THREE (3) RECENT WORK REFERENCES with their phone numbers and e-mail addresses, quoting **Competition# 2024-038** no later than **4:00 PM on September 10, 2024** to:

Human Resources Department
MUSHKEGOWUK COUNCIL
P.O. Box 370
Moose Factory, ON P0L 1W0

Resumes can be emailed to: jobs@mushkegowuk.ca or faxed to 705-658-2293

We thank all applicants for their interest, however only selected candidates will be contacted for an interview. If you have any accessibility or special requirements, please let us know and we will do our utmost to accommodate, in accordance with applicable legislation.

August 27, 2024

**Attawapiskat
First Nation**

**Kashechewan
First Nation**

**Fort Albany
First Nation**

**Moose Cree
First Nation**

**Taykwa
Tagamou
Nation**

**Chapleau Cree
First Nation**

**Missanabie
Cree
First Nation**