



Hay River Health & Social Services Authority | Administration des services de
santé et des services sociaux de Hay River
37911 MacKenzie Highway | 37911, route MacKenzie
Hay River, NT X0E 0R6

Administrative Assistant, Social Services

Salary: \$64,740 to \$77,317 per year (\$33.20 - \$39.65 /hour)

Status: Full-time, Term to January 31, 2024

Competition #: 148-22

Closing Date: April 6, 2023

The Administrative Assistant provides administrative support, including clerical, word processing and receptionist support to Social Services Department of the Hay River Health & Social Services Authority. The administrative assistant relieves management and program staff of routine office and administrative tasks, and works with staff to facilitate the delivery of comprehensive Social Service programs within the context of Territorial laws and regulations and Hay River Health & Social Services Authority policies and procedures.

Qualifications:

- Computer literacy skills and the ability to use a word processor, e-mail, and various data base, spreadsheet, graphics or publishing software packages are required.
- A knowledge of standard office practices, filing systems, Social Service terminology, communication formats and English grammar and punctuation is essential.
- The incumbent requires the ability to deal pleasantly and effectively with people of different ages and cultures, in potentially confrontational, aggressive, volatile, and emotionally charged situations.
- The ability to effectively organize and prioritize own workload in consultation with Manager is essential.
- Ability to assume responsibility without direct supervision, ability to exercise initiative and judgment.
- Ability to communicate effectively both orally and in writing.
- Organizational skills in managing heavy caseloads.
- Must be able to acquire within a reasonable time frame and remain current with the Non-Violent Crisis Intervention certification.

The forgoing knowledge, abilities and skills would most commonly be acquired through completion of a one-year post-secondary administrative assistant course including Microsoft Office Suites training, along with 2 years experience in a busy, client-centered, service oriented office environment.

In addition to an attractive salary, we offer a Northern Allowance of \$2.42 per hour up to \$4,711 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrrhssa_competitions@gov.nt.ca or via Fax to (867) 874-8345