



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, Registration

Salary: Range 8, \$31.52 to \$40.85 per hour

Status: Casual, no guarantee of hours

Competition #: CA24-026

Closing Date: Open

The Administrative Assistant provides secretarial, administrative, reception, and data entry support to various departments including: Medical Records, Diabetes, Rehab, Specialist Clinic, Telehealth, Dialysis, Ambulatory Care, Laboratory and Diagnostic Imaging Departments.

Qualifications:

- The responsibility of this position requires the incumbent to have good interpersonal, time management and communication skills to be able to prioritize simultaneous work assignments in an environment where situations change rapidly;
- Sensitive to geographical/cultural needs of the regions and understand how community and culture impact on the delivery of the health care team;
- Ability to effectively work under pressure, handle multiple tasks, meet deadlines while displaying a calm and professional demeanor;
- Knowledge and ability of general office procedures and familiarity with electronic equipment;
- Fluent, effective communication skills both verbal and written;
- Knowledge and ability to use medical terminology;
- Knowledge of updated computer programs within the organization and word processing abilities, outlook/e-mail;
- Ability to work independently with little guidance and/or direction;
- Good working knowledge of the Collective Agreement;
- Strong interpersonal skills and good telephone skills;
- Ability to interact well, be pleasant and have a courteous approach with staff, residents and clients;
- Cooperative, tactful, professional and maintain confidentiality;
- Good problem solving skills;
- A focus on accuracy and neatness;
- Adaptable and flexible.
- Must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:
- Non-Violent Crisis Intervention

The forgoing knowledge, abilities, and skills would most commonly be acquired through completion of a one year post-secondary secretarial course(s), various computer courses in word processing, along with 2 years' experience in a high stress, service-oriented, busy 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 hrhssa_competitions@gov.nt.ca or via Fax to (867) 874-8345