



## **Continuing Care Administrative Assistant, Continuing Care**

**Salary: Range 10, \$36.88 to \$47.53/hour**

**Status:** Casual, no guarantee of hours

**Competition #:** CA24-027

**Closing Date:** Open

The Administrative Assistant is a member of the health care team that provides secretarial, payroll and administrative support to the multidisciplinary team. The incumbent acts as a receptionist and administrative assistant for the resident care areas and carries out clerical functions in relation to resident records, services and supplies. The incumbent is the first person that visitors, family and physicians interact with as they approach the nursing desk. They provide the necessary directions, answer questions and/or provide the forms/supplies that are required.

### **Qualifications**

- Good oral and written communication and interpersonal skills.
- Knowledge of trans-cultural environment, sensitivity to others' situation/feelings.
- Knowledge and ability to use medical terminology. through completion of medical technology course and two years' experience
- Awareness of the use of equipment and supplies.
- Good computer experience and word processing.
- Basic working knowledge of office procedures.
- Ability to remain calm and level head during a crisis and/or busy time.
- Ability to work independently with little guidance.
- Good organizational skills, be able to prioritize effectively.

The level of knowledge is generally acquired through a Grade 12 education and 1-2 years secretarial training: including word processing, spreadsheets and email.

In addition to an attractive salary, we offer a Northern Allowance of \$2.73 per hour up to \$5,332 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.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.



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

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

**How to apply:**

Applicants should send their resume via email to [hrhssa\\_competitions@gov.nt.ca](mailto:hrhssa_competitions@gov.nt.ca) or via Fax to (867) 874-8345