



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, Community Counselling

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

Status: Casual, no guarantee of hours

Competition #: CA24-040

Closing Date: Open

To provide administrative support, including clerical, word processing and receptionist support to Community Counselling Services, a department of the Hay River Health & Social Services Authority. The Secretary/receptionist relieves management and program staff of routine office and administrative tasks, and works with staff to facilitate the delivery of the various Community Counselling Services programs within the context of standards of ethical conduct established by Territorial laws and regulations and Community Counselling Services and Hay River Health & Social Services Authority (HRHSSA) policies and procedures.

Qualifications:

- Knowledge of standard office practices, filing systems, mental health and addictions 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 supervisor is essential.
- Computer literacy skills and the ability to use a word processor, e-mail, and various database, spreadsheet, graphics or publishing software packages are required.

The foregoing knowledge, abilities and skills would be most commonly be acquired through completion of a one year post-secondary secretarial course, various computer courses in word processing and e-mail, 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 hrhssa_competitions@gov.nt.ca or via Fax to (867) 874-8345