



Administrative Assistant, Community Wellness Program

Salary: Range 10, \$37.71 to \$48.60 per hour

Status: Casual, No guarantee of hours

Competition #: CA26-006

Closing Date: June 9, 2026

This position provides administrative support, including clerical, word processing and receptionist support to the Community Wellness Services of the Hay River Health & Social Services Authority- Child and Family Services, Community Counselling Services, the Family Preservation Program and the Healthy Family Program within Hay River Community Health Services. 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. The role also includes requisitioning and payroll data entry support as needed.

Qualifications:

- 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 to use medical terminology;
- 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; and adaptable and flexible.
- Computer literacy skills and the ability to use a word processor, e-mail, and various databases, Outlook for email spreadsheet, graphics or publishing software packages are required.



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- A knowledge of standard office practices, filing systems, Social Service/Medical 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 multiple supervisors is essential.
- Ability to assume responsibility without direct supervision, ability to exercise initiative and judgment.
- Ability to communicate effectively both orally and in writing.
- Experience in dictation transcription is essential;
- Organizational skills in managing heavy caseloads.

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 \$2.33 per hour, up to \$4,538 per year, extended health and dental benefits, a generous relocation package, ample leaves, and abundant in-house training. All job offers are subject to references, a criminal records check (including the vulnerable sector), 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.



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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