

# Long Lake #58 First Nation

209 Otter Street  
P.O. Box 609  
Longlac, Ontario  
P0T 2A0



Tel: (807) 876-2292  
Fax: (807) 876-2757

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## Job Posting

### Health Clerk

#### Position Overview:

Reporting to the Community Health Representative (CHR), the successful candidate will be required to assist and direct clients/visitors to the appropriate service provider. The Health Clerk performs varied information gathering and clerical functions to affect the smooth, complete, and accurate reception of all individuals coming to the Long Lake # 58 Health Office. Work is performed under general supervision of the CHR and is reviewed based on work performed. The Health Clerk will perform the below duties on a daily basis:

#### Reception:

- Promote the Long Lake # 58 First Nation's Vision and Mission Statements
- Maintain the level of professionalism expected by the Long Lake #58 First Nation Band as per our Policies and Procedures manual
- Uphold the ethics of their position
- Maintain an organized and clean workspace including reception/waiting area

#### Office Administration:

- Logs all incoming and outgoing mail
- Signs for all incoming courier packages and forwards to appropriate department/personnel
- Provide secretarial support to staff, as needed
- Order and distribute office supplies and assist with the maintenance of office supply inventory
- Distribute, where necessary, staff and activity calendars
- Document monthly detailed statistics and activities and submit to immediate supervisor

#### Clerical:

- Maintain central registry functions when required
- Provide clerical support to the Long Lake # 58 First Nation staff in the areas of minute taking, agenda preparation and follow up when required
- Record bookings for the use of health care rooms

**To ensure the efficiency of the medical transportation program:**

- Assist in the coordination of medical appointments with medical driver(s)
- Obtain and file required documentation regarding client appointments
- Maintain records of local, urgent and distance medical appointments
- Maintain confidentiality of client information

**Assists with information flow by:**

- Updating employee telephone listings on a regular basis
- Updating the community telephone listings on a regular basis
- Faxing documents as required, distributing incoming faxes to appropriate department or staff member, and monitoring proper use of fax machine by staff members
- Assisting with the publication of the monthly newsletter, and other information documents and displays

**Other related duties:**

- Word-processing documents
- Assisting with meeting preparation by gathering, preparing, compiling, and packaging materials
- Assisting with special events taking place in the health department
- Other duties as requested

**Knowledge and Skills:**

- Grade 12 or equivalent
- A diploma in Business/Office Administration or equivalent
- Two (2) years work experience in social/health/administration office
- Excellent computer skills, especially usage of Microsoft Office products
- Valid Ontario 'G' Driver's License with a clear driver's abstract
- First Aid and CPR Certification (or willing to obtain)

**To apply:** Applicants are asked to submit a cover letter, resume, three references and a police criminal record check, by email or hand deliver in person to:

**Jonna Zechner**

**Human Resources**

Long Lake #58 First Nation

P. O. Box: 609, Longlac, ON P0T 2C0

Email: [jonna.zechner@longlake58fn.ca](mailto:jonna.zechner@longlake58fn.ca)

**Deadline:** Monday February 1<sup>st</sup>, 2021 @ 12:00pm

We thank all candidates who apply, however, only those selected for an interview will be contacted.