



Battle River Treaty 6 Health Centre Inc. is an accredited organization serving the Health needs of the following First Nations:
Lucky Man, Little Pine, Poundmaker, and Sweetgrass

Battle River Treaty 6 Health Centre is seeking applications for

Permanent Full Time Wellness Clerk

Six Step Competitive Salary Grid: \$42,442.00 - \$ 50,395.80

The Wellness Clerk will be responsible for providing clerical support to the Wellness Department. This position will also provide reception support for all Wellness clients. In addition, the Wellness Clerk will have excellent computer skills and knowledge in Microsoft office.

Qualifications:

- Minimum certificate or diploma from a recognized business college or mental health and addictions certificate; combination of relevant education and work experience will be considered
- Minimum one-year related work experience
- Previous experience working with the public
- A clear understand of working with clients who may be under the influence of substances
- Good communication skills, both written and verbal
- Ability to work independently, in a self-motivated manner and effectively as a team player
- Ability to adhere to confidentiality guidelines
- Proficiency in Microsoft office including database management and reporting
- Must have a valid driver's license
- Must provide a successful criminal record with vulnerable sector
- Ability to speak and understand Cree an asset
- Previous working experience with First Nations people and demonstrate an understanding of the health and social issues encountered by First Nation people and a willingness to learn about and accept First Nations cultures.

BRT6HC works a 35-hour week and has a competitive compensation package.

Submit resume, cover letter and 3 professional references (one must be a supervisor) by: **4:00 PM, November 4, 2022** to:

Human Resources Department
Email resumes to: Recruitment@BRT6HC.ca
Fax: (306) 937-6767

For position specific information, please contact; José Pruden at 306.937.6700

The above statement reflects the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.

BRT6HC wishes to thank all applicants for their interest however only those candidates selected for interview will be contacted.

Battle River Treaty 6 Health Centre Inc. fosters and promotes a safe work environment.