



# BIGSTONE HEALTH COMMISSION

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## EMPLOYMENT OPPORTUNITY

### RECEPTIONIST ONE (1) CASUAL POSITION WABASCA, ALBERTA

The **Bigstone Community and Public Health** department in Wabasca, Alberta is seeking a casual Receptionist to join our talented Health team. This is a rewarding opportunity if you have an appreciation for First Nation Culture, a desire for continuing professional development, and enjoy the support and collaboration from our multidisciplinary team and various other professionals and agencies.

#### **Duties and Responsibilities:**

- Assist nurses and other staff members with clerical duties
- Ensure efficient operation of the reception area
- Answer switchboard and direct calls
- Open, sort and distribute correspondence
- Assist with projects on an ad-hoc basis
- Draft correspondence and reports
- Other receptionist functions as required

#### **Knowledge, Abilities and Skills:**

- Good knowledge of office procedures
- Knowledge of medical terminology is a definite asset
- Excellent communication, organizational skills and strong written skills
- Must be a team player and able to work with minimal supervision
- A friendly outgoing personality

#### **Qualification Requirements:**

- Certification in Office Administration
- Experience with MS Office Software
- Previous receptionist experience
- Previous experience in a health care setting is an asset
- Class 5 driver's license.
- **MUST** have an up to date; **Criminal Record Check, Vulnerable Sector Check, Child Youth Intervention Check, three (3) work related references attached to Resume.**

**Send Resume and Documents to:**  
**Bigstone Health Commission**  
**Box 1020 Wabasca, Alberta T0G 2K0**  
**Fax: 780-891-4010**

**[E-mail to: bhcrsumes@bigstonehealth.ca](mailto:bhcrsumes@bigstonehealth.ca)**

Closing Date for this Employment Opportunity will be: **Until a suitable candidate is found.**

*Applicants are thanked in advance for their interest; however, only those selected for an interview will be contacted.*

*Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.*