



BIGSTONE HEALTH COMMISSION

EMPLOYMENT OPPORTUNITY

RECEPTIONIST

ONE (1) PERMANENT FULL TIME POSITION

CALLING LAKE, ALBERTA

The **Bigstone Community and Public Health** department in Calling Lake, Alberta is seeking a Full Time 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: 780-891-2623

[E-mail to: bhcresumes@bigstonehealth.ca](mailto:bhcresumes@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.