



**EXECUTIVE ADMINISTRATOR 161R1-21-1**  
**ADMINISTRATION, HEALTH SERVICES**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 27, 2021**, for the Executive Administrator with Administration, Health Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The Executive Administrator reports to and receives direction from the Director of Health Services. The purpose of this position is to provide confidential executive level administrative support and coordination for the Director of Health Services.

The role will provide operational support and technical assistance to the Director of Health Services related to the implementation of the goals and objectives of the Six Nations Health Services department, portfolios and programs; while working within the Administrative policies and procedures established for the Health Services department of the Six Nations of the Grand River.

<b>Type</b>	Full Time
<b>Closing Date</b>	October 27, 2021
<b>Hours of Work</b>	35 hours weekly
<b>Wage</b>	TBD

**BASIC QUALIFICATIONS:**

- Bachelor's Degree in Health related field, OR
- Diploma in Office Administration – Executive with five years' experience in a health setting
- Basic knowledge and understanding of relevant legislation, regulations and guidelines, health policy, health systems and health professional roles
- Experience in supervisory capacity in a business or health field
- Demonstrated excellent computer skills – Microsoft Office, Microsoft Word, Microsoft Excel, Electronic Medical Record.
- Excellent organizational skills.
- Excellent conflict resolution and problem solving skills
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- Excellent administrative and research skills
- Understands the importance of Confidentiality and ability to work with tact and discretion.
- Knowledge of the Six Nations community, culture and health issues.
- Must submit a favorable criminal reference check and judicial matters screening.
- Must be willing to work flexible hours.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.

3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Executive Administrator – Full Time – 161R1-21-1**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0



## POSITION DESCRIPTION – HEALTH SERVICES

**POSITION TITLE:**            **Executive Administrator (Health Services)**

### **REPORTING RELATIONSHIP:**

Reports to and receives direction from the Director of Health Services.

### **PURPOSE AND SCOPE OF THE POSITION:**

The purpose of this position is to provide confidential executive level administrative support and coordination for the Director of Health Services

The role will provide operational support and technical assistance to the Director of Health Services related to the implementation of the goals and objectives of the Six Nations Health Services department, portfolios and programs; while working within the Administrative policies and procedures established for the Health Services department of the Six Nations of the Grand River.

### **KEY DUTIES & RESPONSIBILITIES:**

#### **1. Technical Functions:**

- Co-ordinates all areas of administration pertaining to the effective and efficient operation of Health Services.
- Prepares and coordinates the preparation and submission of reports for the Director of Health Services
- Co-ordinates, arranges meetings and prepares documents for the Director of Health Services (Internal and external meetings). Ensures that the Director is ready and able to attend various committee/community/external meetings upon request.
- Prepares Briefing Notes for Human Services Committee meetings and submits them for Agenda Review Team meetings.
- Assists the Director of Health Services with preparing reports for consideration and approval by the Human Services Committee and Council on issues impacting on the Six Nations. This may include completion of environmental scans, literature reviews, and data analysis.
- Assists Director of Health Services in annual evaluations for the effectiveness of Six Nations Health Services portfolios and programs
- Assists Director of Health Services in preparing individual staff evaluations for direct reports of Director

- Act as resource to Director of Health Services and department staff regarding administrative matters to ensure quality and controls as per policies and procedures.
- Proactive in identifying barriers, trends or potential risks; synthesize data; and recommends solutions to the Director of Health Services. Further, provides leadership in facilitating and implementing appropriate initiatives as follow up.
- Analyzes incoming and outgoing memoranda, submissions, reports; prepares and distributes correspondence.

## **2. Communications Functions:**

- Ensures that Six Nations Health Services reflects a high degree of professionalism in all communications, interactions and system processes
- Liaise and interact with External Health agencies, First Nation organizations and funders impacting on the Six Nations Health Services as requested
- Liaise with other community service agencies and the general public on behalf of Six Nations Health Services as directed.
- Receive Human Services Committee information and assist Director with follow up for Health related issues
- Plans, organizes and directs (with staff input) major functions and activities of Six Nations Health Services as requested by the Director of Health Services
- Exercise discretion and sound judgment in responding to public inquiries for assistance and/or information
- Maintains working knowledge of Six Nations Employment Policy to support the Director and Health Management Teams so that staffing matters are handled according to policy on a consistent basis

## **3. Administrative Functions:**

- Maintains a standard of excellence in planning activities such as meetings, taking of minutes and follow-up activities related to meetings.
- Reviews with Financial Control Officer, Financial Clerk and Technical Reports Coordinator: budgets, financial statements, reports required in the delivery of services and programs of Six Nations Health Services
- Reviews and maintains documentation for respective funding agencies and Accreditation Canada
- Provides functional supervision to Technical Reports Coordinator, Administrative Assistant and Secretary/Receptionist as requested by Director of Health Services
- May perform clerical duties which include preparing, typing, copying, mailing or receiving and faxing letters, reports, notices and invoices for supplies and repairs and filing.
- May perform customer service duties, including telephone operations, scheduling appointments, referrals, greeting clients and visitors.

#### **4. Other Functions:**

- Performs other job related duties as may reasonably be required by the Director of Health Services.
- To respond in a Community Emergency Situation and to be able to provide executive level support for the Director of Health Services or Alternate.
- Provides support for the Six Nations Emergency Response Plan by ensuring awareness of the plan and assistance as instructed by the Director of Health Services as a member of the Emergency Control Group.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

#### **WORKING CONDITIONS:**

- Position is high profile, with extensive staff and public contact and is subject to multiple deadlines and interruptions.
- Work at times will be subject to unscheduled hours.

#### **WORKING RELATIONSHIPS:**

##### **With the Director of Health Services**

Receives direction, guidance, encouragement; discusses plans and priorities regarding health issues and Health Services operations;

##### **With the Program Supervisors/Managers/Portfolio Leads**

Provides technical guidance and operational knowledge for proper implementation of the Six Nations Health Services portfolios and programs within the scope of the role;

##### **With Other Staff**

Maintains professionalism, co-operation and provides operational guidance for all staff respecting lines of authority;

##### **With External Agencies**

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes;

##### **With the Public**

Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner to provide information.

## **STATEMENT OF QUALIFICATIONS:**

- Bachelor's Degree in Health related field, **OR**
- Diploma in Office Administration – Executive with five years' experience in a health setting
- Basic knowledge and understanding of relevant legislation, regulations and guidelines, health policy, health systems and health professional roles
- Experience in supervisory capacity in a business or health field
- Demonstrated excellent computer skills – Microsoft Office, Microsoft Word, Microsoft Excel, Electronic Medical Record.
- Excellent organizational skills.
- Excellent conflict resolution and problem solving skills
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- Excellent administrative and research skills
- Understands the importance of Confidentiality and ability to work with tact and discretion.
- Knowledge of the Six Nations community, culture and health issues.
- Must submit a favorable criminal reference check and judicial matters screening.
- Must be willing to work flexible hours.

## **IMPACT OF ERROR:**

Errors in judgement and in the conduct of duties will lead to loss of credibility, poor public relations, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

## **CONTROL:**

Guiding principles set by the Director of Health Services and the Administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective government agencies.