



**TECHNICAL COORDINATOR ASSISTANT 115-22-2**  
**PARAMEDIC SERVICES, HEALTH SERVICES**  
**Part-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, **June 29, 2022**, for the Activity Assistant with Iroquois Lodge, 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:** Reports to and works under the direction and supervision from the Manager of Paramedic Services which include matters pertaining to reports for the Community Paramedic program and Paramedic Services.

To coordinate all Paramedic Services funding reporting requirements and to ensure that all reporting deadlines are met including audit preparation.

<b>Type</b>	Part Time
<b>Closing Date</b>	June 29, 2022
<b>Hours of Work</b>	Variable up to 24 hours a week
<b>Wage</b>	\$30.00-\$33.00/hr

**BASIC QUALIFICATIONS:**

- Post-Secondary Community College diploma with a strong financial background
- High level of computer skills – Microsoft Office, Microsoft Word, Microsoft Excel, ACCPAC, and on-line reporting systems.
- Strong organizational and managerial skills.
- Strong interpersonal, verbal and written communication skills.
- Understands the importance of Confidentiality.
- Ability to work with tact and discretion.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture

**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 Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at [StaffHR@sixnations.ca](mailto:StaffHR@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.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

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:

**Technical Coordinator Assistant – Part-Time – 115-22-2**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

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## POSITION DESCRIPTION – HEALTH SERVICES

### **POSITION TITLE: Six Nations Paramedic Service - Technical Coordinator Assistant**

### **REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision from the Manager of Paramedic Services which include matters pertaining to reports for the Community Paramedic program and Paramedic Services.

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

To coordinate all Paramedic Services funding reporting requirements and to ensure that all reporting deadlines are met including audit preparation.

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

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

- Works in conjunction with the Paramedic Chief, Deputy Chief and Supervisors to assist and coordinate the completion and submission of all funding reports and to meet deadline requirements set by all funding sources.
- To maintain current and efficient technological skills required by the reporting process of each funding source.
- Assist with preparing audit working papers and annual reconciliations

#### **2. Communication Functions:**

- Provides leadership in assessing and identifying any problems or trends that arise in funding reports.
- Acts as a resource to the Paramedic Chief on all issues in relation to funding reports and requirements.
- Liaise and interact with External Funding agencies for reporting purposes and accountability.
- Promotes positive internal and external health services liaison with the Paramedic Chief and outside funding agencies
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as required by the Paramedic Chief as a member of the Emergency Control Group.

**Administrative Functions:**

- Works with the Financial Control Officer and the Managers/Supervisors in the preparation of financial reports to be submitted to the funders.
- Works with the Managers/Supervisors/Team Leads in the coordination and finalization of statistical and/or narrative reports to be submitted to the funders.
- Ensures that Six Nations Paramedic Services reflects a high degree of professionalism in planning financial reporting activities and follow-up.
- To develop reporting systems that will enhance and improve efficiencies within the current reporting processes of the Paramedic Services programs/teams.
- To assist in the Paramedic Services Department restructuring in relation to funding reporting requirements and processes.
- Ongoing review of all changes to and/or new reporting guidelines and deadline requirements to ensure Six Nations Paramedic Services accountability.

**3. Other Functions:**

- Performs other job related duties as may reasonably be required by the Chief of Paramedic Services

**WORKING CONDITIONS:**

- Working conditions are high profile, meticulous, attention to detail, subject to deadlines and interruptions.
- Work may at times be subject to unscheduled hours.

**WORKING RELATIONSHIPS:****With the Director of Health Services**

Receives direction, guidance, encouragement; discusses plans and priorities regarding Health Services program reporting.

**With the Program Managers/Supervisors**

Works with, assists and coordinates operational reporting responsibilities and Accreditation of the Six Nations Health Services Programs.

**With Other Staff**

Promotes courtesy, co-operation and teamwork with all staff.

**With External Agencies**

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

**With the Public**

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

### **STATEMENT OF QUALIFICATIONS:**

- Post-Secondary Community College diploma with a strong financial background
- High level of computer skills – Microsoft Office, Microsoft Word, Microsoft Excel, ACCPAC, and on-line reporting systems.
- Strong organizational and managerial skills.
- Strong interpersonal, verbal and written communication skills.
- Understands the importance of Confidentiality.
- Ability to work with tact and discretion.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

### **IMPACT OF ERROR:**

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

### **CONTROL:**

Guiding principles set by the Director Health Services, Chief of Paramedic 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.