



# ʔAQ'AM

## PERMANENT FULL-TIME POSITION! MEDICAL OFFICE ASSISTANT

ʔaqam is a member Community of the **Ktunaxa Nation** (pronounced 'k-too-nah-ha'). ʔaqam Organization exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and values. As a team, through our own roles and departments, the ʔaqam Organization works together to achieve our strategic plan –" ka knitwitiyała ~ Our Thinking", and continue to progress and move our Community forward.

### KEY DUTIES (for a complete description please visit [www.aqam.net](http://www.aqam.net)):

- Provide telephone and in-person receptionist duties for the health and wellness centre;
- Provide and manage clinic intake and bookings;
- Provide administrative and clerical support;
- Practitioner Support;
- All other administrative or medical assistance duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

- High degree of confidentiality is essential.
- Strong interpersonal skills and ability to interact with people from various backgrounds.
- Conflict resolution skills.
- Knowledge of trauma informed practices.
- Excellent customer service skills.
- Ability to multitask and manage competing demands.
- Strong communication (verbal and written) skills.
- Knowledge of basic medical terminology.
- Attention to detail and accuracy.
- General office administration skills.
- Ability to operate standard office equipment (phone, fax machines, photocopier, printer, etc.)
- Proficiency in Microsoft Windows and Microsoft Office.
- Demonstrated knowledge of Ktunaxa/Aboriginal people and Ktunaxa/Aboriginal culture is an asset.
- Criminal Record Check.
- Valid Class 5 Driver's License.

### TRAINING, EDUCATION, AND EXPERIENCE

- Post-secondary education or a combination of education and experience
- 2-4 years' office and administrative experience in a medical office or health facility
- Knowledge of the health care field and training or experience to complement i.e Care Aid, Medical Office Assistant
- Valid First Aid certification
- Valid Foodsafe certification

For further information about this position, including the full job description, please visit our website [aqam.net](http://aqam.net) under *Employment and Contract Opportunities*.

#### **Please submit your cover letter and resume marked "confidential" to:**

Amanda Gnucci, HR Generalist

ʔaqam Administration

7470 Mission Road, Cranbrook, BC, V1C 7E5 e-mail: [agnucci@aqam.net](mailto:agnucci@aqam.net) Fax: 250-426-8935

**Closing Date:** Thursday, May 27<sup>th</sup>, 2021 @ 4:30 p.m. MT - Any applications received after this time will not be considered.

Thank you to all those that apply, however only those selected for an interview will be contacted.

Preference will be given to candidates of Ktunaxa or other First Nations ancestry. If you are a Ktunaxa citizen who is interested in this opportunity but do not feel you have the necessary qualifications, please contact the Ktunaxa Nation Council Education and Employment Sector.