

# West Region Treaty 2 & 4 Health Services

## **HEAD OFFICE**

Skownan First Nation  
P.O. Box 104  
SKOWNAN, Manitoba  
R0L 1Y0  
PH: 204 628 3333



## **SUB-OFFICE**

Unit 16 – 2<sup>nd</sup> Floor  
317 Main Street North  
Dauphin, Manitoba R7N 1C5

Telephone: 204 622 9400  
Fax: 204 622 9449  
Toll Free: 1 866 385 9400

**Please direct all correspondence to:  
HEAD OFFICE address**

**June 28, 2022**

## **Part-Time Employment (0.5 PT) Environmental Public Health - Clerk West Region Treaty 2 & 4 Health Services - Dauphin, MB Office**

West Region Treaty 2 & 4 Health Services (WRTHS) is an Accredited Organization, seeking applications from clerical/secretarial staff for a PART TIME Environmental Public Health Clerk (0.5 position). Please include Administrative credentials and references with submission of resumé.

Under the auspices of the WRTHS, the Environmental Public Health Clerk will be responsible for working with the Environmental Public Health Officers to provide administrative, secretarial and data entry/clerical support services Environmental Public Health and the Drinking Water Safety Programs.

West Region Treaty 2 & 4 Health Services Sub-Office is located in Dauphin, MB - a community of approximately 8,500 people and is located on the north edge of Riding Mountain National Park. It is 3.5 hours North West of Winnipeg, MB and is 2 hours North of Brandon, MB.

### **Duties: (Summary)**

- Provide administrative/clerical support to and directly report to the Environmental Public Health Officer(s).
- Edit and maintain a Drinking Water Database; provide computer and water testing equipment assistance.
- Assistance with reports, forms, spreadsheets, meeting packages, minutes, bookings, inventory, etc.
- Must be able to work independently and as a team. Provide assistance to the WRTHS Admin pool as needed.
- Professional development as needed/required.

### **Qualifications:**

- Certificate in Administrative Services.
- 3 years data entry experience would be an asset.
- Must have Class 5 Drivers License.
- Understanding and knowledgeable of First Nation cultural customs is an asset.

**Salary:** \$17.00 - \$22.00/hr

**Closing Date: August 22, 2022**

Position will be subject to a Child Abuse Registry Check and Criminal Record Check.

**Please Mail, E-Mail or Fax to the Attention of:**

**Nicole Lunsted, Environmental Public Health Officer**

**Unit 16 – 2<sup>nd</sup> Floor 317 Main Street North Dauphin, MB R7N 1C5**

**Email: [nlunsted@wrtchealth.com](mailto:nlunsted@wrtchealth.com) Fax: (204) 622-9449**

We thank all applicants; however only those selected for an interview will be contacted.

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**WRTHS MEMBER FIRST NATIONS**

Ebb & Flow, Gambler, Keeseekoowenin, O-Chi-Chak-Ko-Sipi, Pine Creek, Rolling River, Skownan