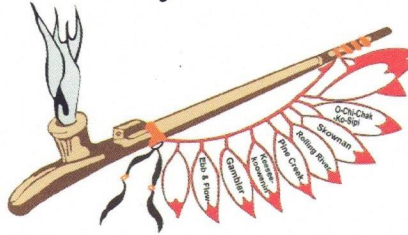


# West Region Treaty 2 & 4 Health Services

## DAUPHIN SUB-OFFICE

UNIT 16-2<sup>ND</sup> FLOOR  
317 MAIN STREET NORTH  
DAUPHIN, MB R7N 1C5  
TEL: (204) 622-9400  
FAX: (204) 622-9449  
TOLL FREE: 1-866-385-9400

PLEASE DIRECT ALL  
CORRESPONDENCE TO  
HEAD OFFICE



**HEAD OFFICE**  
SKOWNAN FIRST NATION  
P.O. BOX 104  
SKOWNAN, MB  
R0L 1Y0

## BRANDON IRS SUB-OFFICE

712-18<sup>TH</sup> STREET  
BRANDON, MB R7A 5B5  
TEL: (204) 725-4394  
FAX: (204) 725-2941  
TOLL FREE: 1-866-385-9400

PLEASE DIRECT ALL  
CORRESPONDENCE TO  
HEAD OFFICE

September 9, 2024

**Administration/Data Entry - Maternity Leave Coverage**  
**Full-time Term Position (*position end date: Oct 17, 2025*)**  
**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 **Full-Time TERM – Maternity Leave Coverage Position: Environmental Public Health Clerk**. 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 support services in the Environmental Public Health and the Drinking Water Safety Programs.

West Region Treaty 2 & 4 Health Services Sub-Office is located in the city of Dauphin, MB - a community of approximately 8,500 people; located on the north edge of Riding Mountain National Park.

### **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 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.
- Professional development as needed/required.

### **Qualifications:**

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

**Salary:** To be negotiated based on education and experience.

**Closing Date: Friday October 4, 2024 at 4:00pm.**

Position will be subject to a Child & Adult 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.**