

# 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

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## **West Region Treaty 2 & 4 Health Services Jordan's Principle is hereby seeking applications for:**

### **Job Position: 1FTE. Jordan's Principle File Clerk(Off-Reserve)**

Under the supervision of the Jordan's Principle Services Assistant Supervisor and in accordance with West Region Treaty 2 & 4 Health Services' Mission, Values, Goals, Policies and Procedures, the File Clerk will be responsible to assist all Off-Reserve requests for the West Region Health Services geographical area; provide assistance in file management with other Jordan's Principle Off Reserve offices.

#### **KEY RESPONSIBILITIES:**

- Assist Off-Communities Case Managers and Intake workers with file management process.
- Assist Case Managers with relevant documentations.
- Understand the importance of working with First Nations protocols in order to maintain children and families confidential information with in policy directives.
- Clear, respectful communication with co-workers to achieve up to date filing systems.

#### **QUALIFICATIONS: (including, but not limited to)**

- Grade 12, Post – Secondary preferred or combination of related work experience and/or training.
- Knowledge of population health and First Nations perspective on health and wellness.
- In-depth knowledge of First Nations health and wellness system needs.
- Must have excellent written and communication skills.
- Proficient in Microsoft Office.
- Ability to work independently.
- Good organizational, time management and prioritizing skills.

#### **CONDITIONS OF EMPLOYMENT:**

- Valid Manitoba Driver's License
- Current Criminal Records/Vulnerable and Child Abuse Registry Checks
- Access to a reliable vehicle

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### **Salary:**

- Dependent Upon Education and Experience

**Closing Date: April 6, 2023 by 4:30pm**

Your cover letter and resume must clearly indicate how you meet the qualifications.

### **Resume Submission:**

Mail/Email to the attention of:

**Victoria Mckay**

**Jordan's Principle Assistant Supervisor**

West Region Treaty 2&4 Health Services  
Unit 16-2<sup>nd</sup> Floor, 317 Main Street North  
Dauphin Mb. R7N1C5

Email: [vmckay@wrtchealth.com](mailto:vmckay@wrtchealth.com)

Fax: (204) 622-9449

Note: We thank all interested professionals for submitting their application for this position, however only those that meet the qualifications will be considered. If you would like further information regarding this position, please do not hesitate to contact Amy Thompson, Jordan's Principle Services Coordinator.