



Sioux Valley Dakota Nation
Employment Opportunity
ADMINISTRATIVE ASSISTANT
Dakota Oyate Lodge
Full-time

POSITION SUMMARY: Under the general supervision of and responsible to the Director, the Program Assistant is committed to the vision, mission, values and strategic priorities of Dakota Oyate Lodge functioning within this program of their position. The Program Assistant is responsible for decision-making, supervision, and management of a work unit, performing diverse and routine to complex administrative work that may involve supervision of staff. The Program Assistant participates with an interdisciplinary team within the program(s) portfolio and SVDN team structure. The Program Assistant functions in a confidential labour relations capacity in matters relating to labour relations.

DUTIES INCLUDE:

- Orientates, trains and coaches staff
- Facilitates a positive work environment through supporting an empowered model of decision-making
- Demonstrates knowledge of communication principles and communicates respectfully with all staff, both individually and as a group, to promote efficient/effective functioning
- Acts as a resource for staff regarding software applications within the program
- Proficiency with Microsoft programs (Outlook, Word, Excel, Access and PowerPoint), as well as Internet applications and other Information Technology
- Contributes to change processes through effective role modeling, support and delegation
- Assists with ensuring compliance with the Dakota Oyate Lodge policies, professional standards, ethical practice and other regulations or standards as appropriate

QUALIFICATIONS:

- Diploma or certificate in Business Administration, Commerce
- Three (3) years equivalent full-time experience in an administrative, financial or relevant health related discipline
- Other combinations of education and experience may be considered
- Strong leadership and supervisory ability
- Strong critical thinking skills and written and oral communication skills
- Strong ability to work independently
- Strong professionalism and personal commitment for professional development
- Valid Manitoba driver's license and reliable vehicle
- Successful completion of Criminal Record Check & Child Abuse Registry Check, or proof of submission

Competition Number: 2022118

APPLICATION DEADLINE: Open Until Filled

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplcations@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.