



KTC Tribal Council

Medical Administrative Assistant

Full Time

The Kee Tas Kee Now Tribal Council is comprised of the five member Nations and is responsible for providing guidance and support to the individual member First Nations in developing and achieving success in the management and administration of their own programs with the intent of developing self-reliance.

The Kee Tas Kee Now Tribal Council is comprised of the member Nations of; Loon River First Nation – #476, Lubicon Lake Band – #453, Peerless Trout First Nation – #478, Whitefish Lake First Nation – #459 and Woodland Cree First Nation – #474. It was formed in 1995 to facilitate joint action by the member Nations on matters of mutual concern.

Job Description:

The Administrative Support role will provide both in-community and remote assistance to ensure the smooth and efficient operation of primary care and community health services. This position supports a wide range of administrative functions, including coordinating and completing reporting requirements, processing invoices and expense claims, and maintaining accurate documentation and records.

The Administrative Support staff will assist with inventory management by tracking, ordering, and organizing medical and office supplies to ensure communities are adequately resourced. Responsibilities also include coordinating vehicle logistics such as scheduling maintenance and arranging the movement of vehicles between communities as needed.

Working closely with clinical and leadership teams, this role will help streamline day-to-day operations, support program delivery, and contribute to effective communication across teams and communities. Additional administrative duties may be required to support evolving program and organizational needs.

Responsibilities:

- Coordinate and manage scheduling for staff, including meetings, community visits, and clinical service delivery
- Prepare, distribute, and maintain calendars to support team coordination across multiple communities
- Develop meeting agendas in collaboration with team members and leadership
- Attend meetings as required and accurately record, transcribe, and distribute minutes in a timely manner
- Track action items from meetings and follow up to ensure completion
- Complete and submit required reports, ensuring accuracy and adherence to timelines
- Process invoices, expense claims, and other financial documentation in accordance with organizational procedures
- Maintain organized and up-to-date electronic and paper filing systems
- Monitor, track, and manage inventory of medical and office supplies
- Coordinate ordering and distribution of supplies to communities as needed
- Ensure supply levels are maintained to support uninterrupted service delivery
- Support coordination of vehicle logistics, including scheduling routine maintenance and repairs
- Track vehicle usage and assist with arranging transport or relocation of vehicles between communities
- Provide general administrative support to clinical and leadership teams
- Assist with coordination of programs and community-based services
- Support communication between team members, departments, and community partners
- Perform additional administrative duties as required to support operational and program needs

Skills and Abilities:

- Excellent and effective decision-making skills, oral and written skills, assessment skills, interpersonal skills, organizational skills, teaching skills and supervisory skills are required
- Ability to work independently and as a part of a team with other care providers.
- Willing, capable, and flexible in working to meet the needs of the health department.

Qualifications:

- A minimum of three years of administrative experience in a healthcare, community, or related setting is preferred
- Completion of a Unit Clerk, Medical Office Assistant, or Medical Administrative Assistant program (or equivalent) is preferred
- Valid and current Basic Cardiac Life Support – Health Care Provider (BCLS-HCP) certification
- Demonstrated proficiency in computer applications, including Microsoft Office and electronic medical records systems; formal training or certification in computer use is considered an asset
- Experience with scheduling, report preparation, and general office coordination
- Knowledge of invoicing, expense tracking, and basic financial processes is an asset
- Experience with inventory management and supply coordination is preferred
- Demonstrated knowledge and understanding of Cree culture, organizations, and communities; familiarity with the Cree language is considered an asset
- Demonstrated knowledge and understanding of Indigenous health care contexts and community-based service delivery
- Strong organizational, communication, and time-management skills, with the ability to work both independently and as part of a team
- Ability to travel to and support multiple communities as required
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Conditions of Employment:

RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment. Adequate Driver's Abstract.

Benefits:

We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities.

KTC is invested in their staff! Please note that in-house training will be provided for any duties that are required of the position to ensure all services adhere with KTC policy, procedures and team approach.

Message to Applicants:

Preference will be given to qualified candidates who are members of KTC First Nation Communities. KTC supports the training and growth of its community members and strongly encourages its members to apply on positions. Work experience and training are taken into consideration when screening for job openings. Opportunity for training and development may be available.

Salary:

Negotiable based on education and experience.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO TARA.ELLIOTT@KTCADMIN.CA

DEADLINE: April 26, 2026 AT MIDNIGHT

The personal information submitted pursuant to the advertisement will be utilized for the employment opportunity only and is subject to compliance with the Freedom of information and protection of privacy act. Applicants are thanked in advance for their interest however only those selected for consideration/interview will be contacted.