

Uchucklesaht Tribe



Government

Human Services Clerk (Full Time)

Uchucklesaht Tribe Government is currently accepting applications for a Human Services Clerk

Duties and responsibilities:

- Clerical support duties
- Assist the Director of Human Services with the following departments: Education, Social Development, Health, Child Welfare, Administration
- Assist with developing, organizing, and conducting programs.
- Participation and preparation for various activities and events
- Cooperate with clients to help identify and obtain available benefits, social and community services.

Required qualifications:

- A Certificate or Diploma in Administration
- Direct experience in a Receptionist/Office Clerk Capacity
- Proficiency with applications including word processing, spreadsheets, and outlook.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Create and maintain accurate filing systems and basic databases.
- Ability to communicate verbally effectively and assertively and in writing.
- Accuracy and attention to detail while working under tight deadlines.
- Familiarity with First Nation organizations and the ability to function in a First Nations culture are important aspects.

Application Deadline: Please forward a resume and cover letter containing your availability date by **Monday September 23** to: Lysa.Ray@uchucklesaht.ca

Attention: Lysa

Apply in person: 5251 Argyle Street, Port Alberni, BC V9Y 1V1