



## Kinistin Saulteaux Nation – Wellness Receptionist

<b>Job Title:</b>	Wellness Receptionist	<b>Job Family:</b>	Admin & Operations
<b>Department/Group:</b>	Wellness Center	<b>Position Type:</b>	Contract
<b>Location:</b>	Kinistin Saulteaux Nation	<b>Date Posted:</b>	April 20, 2026
<b>Direct Supervisor:</b>	Health Director	<b>Post Expires:</b>	May 4, 2026

**Applications Accepted By: Please submit your resume, a brief letter of interest, and references to**

**EMAIL:**

[Human.resources@kinistin.com](mailto:Human.resources@kinistin.com)

Subject Line: Wellness Receptionist

**MAIL:**

PO Box 2590,  
Tisdale, SK S0E 1T0

### Job Description

#### POSITION SUMMARY

Kinistin Saulteaux Nation (KSN) is seeking a highly motivated and organized individual to fill the role of Wellness Receptionist.

Under the supervision of the Health Director, the successful applicant will be responsible for supporting the smooth day-to-day operations of the KSN Health Centre. The Health Receptionist will coordinate a variety of administrative and clerical tasks and work closely with health staff to ensure efficient communication and service delivery.

This role includes answering calls and emails, directing inquiries to appropriate departments, scheduling appointments, and supporting overall administrative functions of the Health Centre. The Wellness Receptionist will also communicate with community members, staff, and external agencies while maintaining strict confidentiality at all times.

#### DUTIES AND RESPONSIBILITIES

- Adhere to the Kinistin Saulteaux Nation Personnel Policy as set out by Chief and Council
- Maintain strict confidentiality at all times
- Compile and maintain monthly activity calendars for health staff, ensuring accuracy and timely updates in coordination with the Health Program Manager
- Provide clerical support to the Community Health Nurse, visiting physicians, and other health staff, including:
  - Typing correspondence from handwritten notes
  - Preparing routine letters, memorandums, and reports
  - Photocopying and document preparation
  - Order and maintain non-medical office supplies, ensuring adequate inventory and organization of storage areas
- Provide reception services for the Health Centre, including:
  - Answering and directing telephone inquiries
  - Greeting clients and directing them to appropriate staff
  - Managing appointment scheduling and calendars
  - Maintaining staff attendance records and tracking staff movement
  - Supporting positive client and public interactions
- Process all incoming and outgoing mail:
  - Collect, sort, date-stamp, and distribute mail
  - Prepare outgoing mail and ensure proper delivery
  - Identify and distribute confidential mail appropriately
- Follow all safety policies and procedures established for the Health Centre
- Participate in required training and professional development sessions.

- Perform additional duties as assigned by the Health Director

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum Grade 12 education or equivalent combination of skills and experience
- Proficiency in Microsoft Office (Word, Excel, Outlook) and general computer applications
- Strong verbal and written communication skills
- Experience in an administrative or receptionist role is considered an asset
- Valid Criminal Record Check and Vulnerable Sector Check

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong organizational and time management skills
- Ability to multitask and work in a fast-paced environment
- Professional, respectful, and client-focused approach
- Ability to maintain confidentiality and handle sensitive information
- Strong interpersonal and communication skills
- Willingness to learn new software and systems
- Knowledge of First Nations culture and community is considered an asset

#### **WORKING CONDITIONS**

- Office setting within the Health Centre
- Frequent interaction with clients, staff, and community members
- Prolonged periods of sitting, typing, and phone use

#### **CULTURAL EXPECTATIONS**

- Demonstrates respect for First Nations culture, traditions, and values
- Maintains professionalism and confidentiality
- Provides culturally safe and respectful service to all clients and community members