



Muskoday First Nation Community Health Job Posting

Casual Employment Opportunities

Casual Receptionist (Cover-Off Position)

Location: Muskoday Community Health Centre

Employment Type: Casual / On-Call (Cover-Off)

Position Summary

The Muskoday Community Health Centre is accepting applications for a Casual Receptionist to provide coverage during employee absences, vacations, and periods of operational need. This position serves as the primary point of contact for clients and visitors and is responsible for supporting the efficient and professional operation of the Health Centre while maintaining a respectful and culturally safe environment.

Key Responsibilities

- Receive and greet clients and visitors in a courteous and professional manner
- Respond to telephone calls and inquiries and direct them appropriately
- Schedule appointments and assist with client flow
- Maintain accurate records, files, and front-desk documentation
- Provide administrative support to Health Centre staff as required
- Ensure confidentiality of all client and organizational information
- Perform other related duties as assigned

Qualifications and Skills

- Previous experience in a reception or administrative role is preferred
- Demonstrated professional communication and interpersonal skills
- Ability to work independently and collaboratively within a team environment
- Proficiency with basic computer applications (e.g., Microsoft Office, scheduling systems)
- Knowledge of or experience working within a First Nations community is considered an asset
- A satisfactory Criminal Record Check is required

Work Schedule: Casual, on-call; hours depend on operational needs.

Casual Custodian (Cover-Off Position)

Location: Muskoday Community Health Centre

Employment Type: Casual / On-Call (Cover-Off)

Position Summary

The Muskoday Community Health Centre is seeking a Casual Custodian to provide cleaning and maintenance coverage during employee absences and as required for operational continuity. This role contributes directly to maintaining a clean, safe, and healthy environment for clients, staff, and visitors.

Key Responsibilities

- Perform routine cleaning and sanitizing of offices, examination rooms, washrooms, and common areas
- Sweep, mop, vacuum, and disinfect floors and surfaces
- Dispose of waste and recycling in accordance with established procedures
- Restock cleaning, hygiene, and sanitation supplies
- Adhere to health, safety, and infection-control standards
- Identify and report maintenance or safety concerns promptly
- Perform other related duties as assigned

Qualifications and Skills

- Previous custodial or janitorial experience is preferred
- Ability to work independently and manage assigned tasks efficiently
- Knowledge of safe cleaning practices and cleaning products
- Physical ability to perform custodial duties
- A satisfactory Criminal Record Check is required
- Experience working in a health care or community setting is considered an asset

Work Schedule: Casual, on-call; hours depend on operational needs.

Application Process

Qualified candidates are invited to submit a resume to:

Ernie Dreaver, Human Resources Officer
Muskoday First Nation

Email: resume@muskodayfn.ca

Deadline for applications: July 21st, 2026

Muskoday First Nation appreciates the interest of all applicants; however, only those selected for an interview will be contacted.

Late applicants will not be accepted.

