



One Arrow First Nation Employment Opportunity

Administrative Support Worker – Mental Health & Addictions (Full-time Position)

POSITION SUMMARY:

Reporting to the Prevention Program Manager, the Administrative Support Worker provides administrative, clerical, and coordination support across the Mental Health Department. The Administrative Support Unit is structured to support the department's four core program areas including Mental Health & Addictions, Prevention, Jordan's Principle and Shared Services.

RESPONSIBILITIES:

- Prepare, format, and distribute documents including: reports, meeting agendas and minutes, memos and correspondence;
- Maintain organized filing systems (electronic and hardcopy);
- Ensure consistent use of departmental templates and forms;
- Support program-specific needs: scheduling and coordination, documentation and reporting, program logistics and communication, tracking of services & program participation, activities, and outputs;
- Program logistics support includes transportation coordination, facility and venue bookings, vehicle scheduling and tracking;
- Maintain referral logs and administrative tracking templates
- Coordinate calendars for Director, Program Managers, and staff;
- Schedule meetings, case conferences, and programming activities;
- Support financial processes including: Purchase requests, Expense tracking, Receipt collection and submission, maintain tracking logs and assist with reporting requirements;
- Maintain strict confidentiality of all personal and organizational information;
- Adhere to departmental policies, procedures, and administrative standards;
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- High School Diploma or GED (required); Post-secondary education in Office Administration, Business Administration, or related field is an asset
- Minimum 1 year experience in administration, clerical or related field;
- An equivalent combination of education, training and work experience will be considered;
- Respectful communication and listening skills;
- Ability to manage multiple priorities and deadlines;
- Ability to maintain accurate and detailed records;
- Reliability and punctuality
- Proficiency in Microsoft 365: word, excel, outlook, teams, sharepoint, OneNote and OneDrive;
- Occasional requirement to work evenings &/or weekends
- As a condition of employment must provide:
 - A current CPIC and Vulnerable Sector Check; and
 - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

Please submit cover letter, resume and three professional references to:

Human Resources

Box 147, Bellevue, SK. S0K 3Y0

Or Email: jobs@onearrow.ca

Deadline: August 28, 2026