



# Sioux Valley Dakota Nation

## Employment Opportunity

### Dakota Oyate Lodge

### Administrative Assistant

### Full-Time, Permanent

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**Position Summary:** Under the general supervision of and responsible to the Director, the Program Assistant is committed to the vision, mission, values and strategic priorities of Dakota Oyate Lodge functioning within this program of their position. The Program Assistant is responsible for decision-making, supervision and management of a work unit, performing diverse and routine to complex administrative work that may involve supervision of staff. The Program Assistant participates with an interdisciplinary team within the program(s) portfolio and SVDN team structure. The Program Assistant functions in a confidential labour relations capacity in matters relating to labour relations.

#### Position Duties:

- Provides directions to staff as necessary.
- Facilitates a positive work environment through supporting an empowered model of decision-making.
- Demonstrates knowledge of communication principles and communicates respectfully with all staff, both individually and as a group, to promote efficient/effective functioning.
- Acts as a resource for staff regarding software applications within the program.
- Contributes to change processes through effective role modeling, support and delegation.
- Complaints Management
- Assesses complaint; and determines appropriate resolution.
- Follows-up and provides appropriate communication.
- Monitors and trends data.
- Schedule Management
- Develops master rotations.
- Problem solves related to vacant shifts and position.
- Leads vacation planning, including conducting meetings with staff.
- Monitors, analyzes and reports trends in concerns and complaints.
- Assists with planning, implementation and evaluation of new programs.
- Other duties as assigned.

#### Qualifications:

- Diploma or certificate in Business Administration, Commerce
- Three (3) years equivalent full-time experience in an administrative, financial or relevant health related discipline
- Other combinations of education and experience may be considered
- Province of Manitoba Class 5 Driver's Licence and access to a personal vehicle to provide service within Sioux Valley Dakota Nation.
- Proficiency with Microsoft programs (Outlook, Word, Excel, Access and PowerPoint), as well as Internet applications and other Information Technology
- Demonstrated leadership and supervisory ability
- Demonstrated ability in maintaining effective interpersonal working relationships required
- Demonstrated critical thinking skills required
- Demonstrated sound organizational skills, and the ability to work independently
- Demonstrated written and oral communication skills
- Demonstrated professional and personal commitment for professional development, lifelong learning and continuing education
- Ability to prioritize in a changing environment
- Ability to respect and promote a culturally diverse population
- Ability to respect and promote confidentiality
- Ability to perform the duties of the position on a regular basis

Submit Cover letter and Resume indicating Competition Number: **202434**

Human Resources Department

Sioux Valley Dakota Nation

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This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email [hrapplcations@svdngovernance.com](mailto:hrapplcations@svdngovernance.com) to request a copy.