

# 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.

#### **Wage:**

- \$26-\$28/hour

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

Attention: Lysa

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

PO Box 1118, Port Alberni, British Columbia, V9Y 7L9  
Phone (250) 724 1832 Fax (250) 724 1806 Toll Free: 1 888 724 1832  
E-mail: [administrator@uchucklesaht.ca](mailto:administrator@uchucklesaht.ca)