Employment Opportunity

Health and Social Services Assistant

(Full-Time, Permanent)

Reporting To: Health & Social Services Director

Overview:
The Health & Social Services Assistant provides key administrative support to the Health and Social Services department while assisting with program development, delivery, and working directly with community members and seniors to ensure high-quality care and support in Wahta.

Key Duties and Responsibilities:

- Provide administrative support to staff and departments, including taking and storing meeting minutes, and managing mail, phone calls, and front desk reception when needed.
- Assist with Meals on Wheels and seniors' programming, including menu planning, grocery shopping, cooking, cleaning, room setup, and meal delivery or driving.
- Assist in organizing major community events such as the Elders' Conference, senior shopping trips, and the Seniors' Christmas event.
- Provide physical, emotional, and mental support to seniors during programming to ensure their safety, well-being, and health needs are met.
- Manage program expenses, place vendor orders, assist with budget forecasting, track statistics, and submit quarterly/annual reports as directed.
- Follow funding agreement requirements and guidelines to ensure continued program success.
- Collaborate with all Wahta employees, departments, and external service providers to deliver the best resources and services to the community.
- Attend and actively participate in assigned meetings to understand community priorities, safety updates, and program progress.
- Maintain knowledge and skills by attending workshops, seminars, and professional development opportunities approved by the Director.
- Encourage the learning and use of the Mohawk language and support the organization's dedication to cultural advancement.
- Protect the privacy and confidentiality of community members and staff by safeguarding physical and digital files.
- Conduct other related duties and relevant tasks at an appropriate level as assigned by leadership.

Skills Required:

- Strong proficiency in computers, Microsoft Office applications, typing, and standard office equipment.
- Knowledge of Canva an asset.
- Strong problem-solving, interpersonal, and active listening skills with the ability to express empathy and support.
- Must be reliable, dependable, and committed to maintaining strict confidentiality.

- Ability to work effectively within a team environment and interact courteously with the public and community members.
- Ability to handle physical requirements such as bending, crouching, pushing, pulling, and assisting seniors.
- Knowledge of Kanien'kehá:ka culture, history, and language is an asset.
- Must possess a current and valid Driver's License (Class F asset) and a dependable vehicle

Education and Experience Requirements:

- Minimum Grade 12/CAEC coupled with an equivalent combination of education and experience.
- Indigenous work experience is an asset.

Terms of Employment:

This is a full-time position. The regular schedule is Monday to Thursday, 8:00am – 4:30pm, and Fridays, 8:00am – 2:00pm (37.5 hours per week) however, evening and weekend work will be required occasionally for program delivery and operations. The salary range for this role is $39,300.00 to $58,700.00 annually.

Application:

Please submit a resume and cover letter detailing how you meet the requirements of the position to:

HR@wahtamohawks.ca
P.O. Box 260
Bala, Ontario
P0C 1A0

Phone: (705) 762-2354 ext. 272

Deadline for applications is **August 14, 2026, at 12:00 pm.** Late applications will not be accepted.

Internal candidates will be given first consideration for this position. Only those candidates selected for an interview will be contacted. The successful candidate will be required to provide an acceptable Canadian Police Information Check (CPIC) before commencing work. All qualified candidates are encouraged to apply, however, members of the Wahta Mohawks and Indigenous applicants will be given priority and are asked to self-identify.