Lac La Ronge Indian Band
HEALTH SERVICES DEPARTMENT
P.O. Box 1770
La Ronge SK S0J 1L0
Phone: **306-425-3600**
Fax: **306-425-5520**
Toll Free: **1-877-425-3443**

EMPLOYMENT OPPORTUNITY

Full-Time One Year Term

IT Assistant

OPEN COMPETITION
For the Community of La Ronge

The Lac La Ronge Indian Band-Health Services Department is now inviting applications for a Temporary Full-Time IT Assistant to work under the supervision of the IT Administrator. The ideal candidate will be required to provide support to staff in the utilization of the Mustimuhw Community Electronic Medical Record (cEMR) system.

The suitable candidate will be able to perform the following duties:

- Assist with the setup of LLRIB Health Services structure and needs within the Mustimuhw Community Electronic Medical Record (cEMR) system
- Work with the Mustimuhw Help Desk to resolve issues and identify changes that are needed in the Mustimuhw cEMR to best match the programs' services and reporting requirements;
- Process approved access requests, such as creating new user IDs for new staff, resetting passwords and terminating accounts;
- Maintain and update role access within the cEMR

The suitable candidate will possess the following qualifications:

- Minimum Grade 12; Administration or IT Certification an asset;
- Minimum one-year experience in Information Technology;
- Combination of education and relevant experience ***may*** be considered;
- Computer Experience: Microsoft Office 2010 with Access & Excel Training;
- Ability to work within multidisciplinary team; Ability to work independently;
- Excellent verbal and written communication skills;
- Ability to speak Cree and/or Experience working with First Nations are definite assets;
- Current Criminal Record Check Clearance; Vulnerable Sector Screening and Driver's Abstract;
- Must have a valid drivers license.

Benefits: LLRIBHS offers a comprehensive salary and benefits package such as Recognitions, Northern Allowance, Housing Subsidy, Extended Health Care and Pension.

Posted: **July 13th, 2020** Deadline: **July 26th, 2020**

To Apply: Submit cover letter and resume including three (3) professional references (excluding Chief & Council), one reference must be from your current or most recent Employer, to:
Email: hr@llribhs.ca **Phone:** 306-425-1700 **Fax:** 306-425-5520
Or Apply online at: **https://llrib.bamboohr.com/jobs/view.php?id=261**

In the cover letter, please indicate permission to contact references.

LLRIBHS thanks all interested applicants; however, only those chosen for an interview will be contacted. Please be advised applications received without the proper documentation may not be considered. Telephone interviews will not be granted; however, Skype interviews may be considered.

Since this position is engaged primarily in serving the interests of Aboriginal people, Lac La Ronge Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.