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8003 Flying Dust Reserve
Meadow Lake, Saskatchewan
S9X 1T8

Meadow Lake Tribal Council

Health Agreements Officer Employment Opportunity

MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.

- *This competition is open to all applicants; and*
- *Preference will be given to qualified First Nations applicants or other Indigenous applicants who self-declare as being a First Nations person or of other Indigenous ancestry.*

The Meadow Lake Tribal Council is seeking a compassionate, dynamic, highly motivated individual to fill the full-time, permanent position of Health Agreements Officer for the Health & Social Development Department.

The primary role of the MLTC Health Agreements Officer is to implement, monitor and report on the MLTC-MLFN Health Services Agreements and to provide financial services support to the health programs.

MLTC HSD offers a comprehensive benefit plan including Dental, Extended Health, Sick Leave and a Pension Plan match.

POSITIONS DUTIES (include but not limited to):

- Assisting the Meadow Lake First Nations (MLFNs) implement their health services agreements.
- Support capacity building practices and promote organizational development at the MLFNs.
- Strengthen administrative practices and program support to the MLFN Health Directors / Coordinators.
- Prepare annual service agreements and annual budgets per the terms and conditions of the agreements reporting requirements and compliance for written reports & financial reporting.
- Monitor and support the MLFNs capital assets management, facility minor capital, and security services.
- Other delegate duties assigned.

Qualifications:

Minimum:

- Relevant experience and education may be considered
- Administration Certificate or Diploma, with knowledge in the areas finance or accounting

Preferred:

- Certificate or Degree in Finance and/or Administration
- First Nation Health Management Certification with min. 3 years of work experience.

Other:

- Experience working with a computerized accounting system (preferably AccPac – Sage 300 ERP) or a willingness to learn.

- Knowledge of First Nations' funding as transferred under federal and provincial funding agreements.
- Excellent communication and interpersonal skills required to develop effective working relationships with First Nation staff, administration, and community members.
- Excellent organizational/interpretation/presentation skills for interpreting and presenting financial information.
- Quality reporting and extensive writing skills required and must be proficient with spreadsheets.
- Demonstrated proficiency in Microsoft Office - especially Excel, but also Word, PowerPoint and Outlook, etc.
- Will be knowledgeable and sensitive to First Nations' culture and beliefs; issues and barriers.
- Ability to fluently speak and understand Cree and/or Dene is considered a valuable asset.
- Must possess a valid Driver's Licence and be willing to travel.

If you are interested, please apply at <https://www.mltc.net/employment/>

Please be advised, applicants are required to submit: A letter of application, resume stating qualifications and work experience, copies of credentials, current RCMP Security Clearance (Criminal Record Check inclusive of the Vulnerable Sector Check), a copy of your valid driver's license, and three (3) recent professional *supervisory* references.

If you are having trouble with applying, please reach out to the HR Department at hrdepartment@mltc.net

For more information, please contact our *Senior Director of HSD @* (306) 236-5817.

Deadline: Friday, October 2, 2026

MLTC sincerely appreciates and thanks all individuals for their applications, however, only those selected for an interview will be contacted.