



Administrative Assistant, Senior Support Hub – 187-26-4
Allied Health Services, Wellbeing
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 28, 2026**, for the **Administrative Assistant, Senior Support Hub** with **Allied Health Services, Wellbeing**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through [My Job Search](#).

NO LATE APPLICATIONS ACCEPTED.

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Administrative Assistant, Senior Support Hub** reports to the Manager of Senior Support Hub. This position provides administrative and technical support in assessing, developing, implementing and reviewing the goals and objectives of the Senior Support Hub with the Manager. Support includes implementation and maintenance of processes that facilitate program delivery while working within the administrative policies and procedures established for Six Nations Department of Well-being.

Type	Full Time
Closing Date	October 28 2026
Hours of Work	35hrs/week
Wage	Minimum \$25.44 per hour

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Graduate of Post-Secondary School in office administration and/or two years of equivalent experience
- High level of computer skills – Microsoft Office Word & Excel, Electronic Medical Record
- Strong organizational and time management skills.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Mary Ann Alldis, HR Business Partner at 519-445-2223 ext. 5755 or via email at HRBP4@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Administrative Assistant, Senior Support Hub – Full Time –
187-26-4**

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION

POSITION TITLE: **Administrative Assistant – Senior Support Hub**

REPORTING RELATIONSHIP:

Reports to and receives direct supervision from the Manager of Senior Support Hub, Allied Health Services, Department of Well-being, Six Nations of the Grand River Elected Council.

PURPOSE AND SCOPE OF THE POSITION:

To provide administrative and technical support in assessing, developing, implementing and reviewing the goals and objectives of the Senior Support Hub with the Manager. Support includes implementation and maintenance of processes that facilitate program delivery while working within the administrative policies and procedures established for Six Nations Department of Well-being.

KEY DUTIES AND RESPONSIBILITIES:

1. **Technical Functions:**

- Analyzes incoming and outgoing memoranda, submissions, reports and prepares and coordinates submissions of summary briefs and reports to the Manager
- Ensures there is timely flow of information amongst all program staff.
- Provision of administrative support
 - o Maintains attendance summaries for all program staff
 - o Maintains financial tracking sheets for all program budgets
 - o Minute taking during meetings as required
 - o Greeting and communicating with clients and community members
 - o Types, files, distributes, photocopies, faxes, emails written materials necessary to maintain files
- Provision of programming support:
 - o Ensures that sign-up sheets and wait lists are kept up to date
 - o Reminder calls to participants and clients, as required
- Support Senior Manager in the reconciliation of visa expenses
- Oversees the intake, tracking and documentation requirements of the Senior Relief Fund and High Needs Fund:
 - o Adheres to procedure and timelines outlined for the Senior Relief Fund and High Needs Fund
- Complies with established safety precautions and standards, infection control procedures for waiting area

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2. Communications Functions:

- Welcome all visitors and staff to the Seniors Support Hub with a friendly and professional demeanor, fostering a warm and inclusive environment
- Attends staff meetings and prepares the agendas and takes minutes
- Provides leadership in assessing and identifying any problems or trends and suggests new and/or alternative solutions to facilitate resolutions to problems
- Coordinates all areas of administration pertaining to the effective and efficient administration and operation of the Manager
- Provide consistent communication to community members, vendors and staff regarding the Senior Relief Fund and High Needs Fund application and approval process
- Assist community members with Senior Relief Fund and High Needs Fund applications, reviewing submissions to ensure completeness and providing guidance on required information for successful application processing
- Provide support to Seniors Support Hub staff with the Electronic Medical Records System, including tasks such as sending referrals, scanning documents, and ensuring accurate record management
- Follows procedures for reporting hazardous conditions, equipment and incidents
- Ensures privacy is maintained in accordance with relevant regulations
- Communicates regularly with the Manager

3. Administrative Functions:

- Types and distribute correspondence, minutes, letters and briefing notes as required
- Maintains schedules and coordinates meetings
- Maintains filing and organization of administrative paperwork i.e. briefing notes, financial reports, letters, manuals, Senior Relief Fund applications, High Needs Fund Applications etc.
- Reviews all budgets, financial statements and reports with Manager in support of the delivery of services and programs
- Reviews accounts payable, general disbursements for staff, develops and maintains documentation for respective funding agencies
- Manages orders for supplies and equipment
 - o Tracks materials, supplies and equipment orders pending and completed
 - o Maintains and ensures orders for clinical supplies are completed monthly
 - o Maintains and ensures orders for office supplies are completed monthly

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- Ensures orders are completed in a timely fashion and works with Administrative Assistant to maintain records of accounts
- Assists in opening and maintaining accounts with suppliers
- Coordinates weekly meetings with Manager for the purpose of submitting Senior Relief Fund applications for approval and processing

4. Other Functions:

- Performs other job-related duties as may reasonably be required by the Manager
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.

WORKING CONDITIONS:

Working has a high profile, extensive public contact and is subject to deadlines and interruptions.

Work may at times be subject to unscheduled hours and out-of-office sessions.

WORKING RELATIONSHIPS:

With the Manager

Receives direction, guidance, encouragement; discusses plans and priorities.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.



KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Graduate of Post-Secondary School in office administration and/or two years of equivalent experience
- High level of computer skills – Microsoft Office Word & Excel, Electronic Medical Record
- Strong organizational and time management skills.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

Other Related Skills:

- Familiar with the Six Nations Community and services available in the area
- Skills and experience working with a senior/elder population
- Relate effectively with people of all ages and their families/caregivers
- Ability to read and write in English as well as to understand complex verbal and written instructions in English
- Strong organizational skills and, able to work independently and work cooperatively with other service providers.
- Strong interpersonal, verbal and written communication skills. Experience with Electronic Medical Records.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Health Committee, Six Nations of the Grand River Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Department of Well-being and Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established by the Six Nations of the Grand River Elected Council for the Department of Well-being and other legislation provided by the respective government.