



# *Pasqua* FIRST NATION

March 22, 2013

## PASQUA FIRST NATION

### EMPLOYMENT OPPORTUNITIES

**CLOSING DATE: APRIL 15, 2013**

**3 REFERENCES SUBMITTED WITH APPLICATION**

**1. RECEPTIONIST – MEDICAL TRANSPORTATION CLERK**

- Answer phone, records messages accurately, distribute in a timely manner
- Pick up mail, record, distribute
- Fax information as required
- Greet all visitors in a professional manner
- Whereabouts of all staff/Chief and Council members
- Computer literate
- Dependable vehicle and valid driver's license
- Professional attitude and dress at all times
- Reliable, dependable and confidential
- Previous experience would be an asset
- Other related duties as assigned

**2. NNADAP COORDINATOR**

- Work with community members, committee on alcohol and drug issues
- Provide workshops in community
- Proposal writing
- Reports and statistical information available
- Presentations
- Computer Literate
- Reliable vehicle and driver's license
- Oath of Confidentiality
- Toxicity testing
- Fine Option Administrator
- Work with Prevention Services worker on PFN

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- Justice issues
- Involved with on- going events and planning

Please send resume with a cover letter to:



**Carol Johns**

**Manager of Band Administration & Programs**

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