



**Summary Job Descriptions
BTEST Summer Students
May to August, 2022
Wellness Program, Blood Tribe Department of Health Inc.**

File Clerk Assistant:

- File room and other related clinical tasks as requested
- File number system updating and reorganizing
- File upkeep/repairs
- Transition to excel as per easy access for File Clerk retrieval
- Proficiency in computer programs
- Effective communication skills
- Other duties as required by File Clerk, clinical team and/or Director

Clinical Administrative Assistant:

- Minute taking for clinical team meetings
- Upkeep of binder for meetings, brochures, other documents
- Organize Day Treatment files/electronically
- Proficiency in computer programs
- Effective communication skills
- Other duties as required by clinical team and/or Director

Project Assistant Clerk:

- Complete necessary tasks such as e-mailing, scanning, filing, taking minutes, prepare payment vouchers and other administrative functions
- Assists in preparing for events, initiatives, groups and other initiatives
- Assist with purchase and pick up food/cleaning supplies
- Proficiency in computer programs
- Effective communication skills
- Other duties as required by Lead Project Assistant and/or Director