



# OGIMAAWABIITONG

## EMPLOYMENT OPPORTUNITY

**POSITION:** HEALTH ASSISTANT  
**TERM:** FULL TIME POSITION  
**RESPONSIBLE TO:** HEALTH DIRECTOR

Reporting to the Health Director, the Health Assistant is a member of the Kenora Chiefs Advisory Health Team and is responsible for providing general clerical duties for all health programs and direct administrative support to the Health Director. The Health Assistant will be an enthusiastic and highly motivated individual with exceptional team work and organizational skills.

### **Duties & Responsibilities:**

- Assist the Health Director with day to day activities including: preparation of documents, arrange meetings, program reports and follow up on deliverables and timelines
- Provide technical support for the Aboriginal Healing and Wellness Programs (AHWS)
  - Hold quarterly meeting with community AHWS staff
  - Collect & roll up community AHWS reports
  - Assess and arrange training needs for AHWS staff
- Provide a full range of administrative, clerical and office support including, but not limited to:
  - Organize and maintain files
  - Photocopy/fax/email various correspondence
  - Prepare meeting packages, record minutes, arrange travel
  - Schedule health vehicle maintenance
  - Update health program forms, posters, pamphlets, website, etc.
- Complete other duties assigned

### **Qualifications:**

- Post secondary education in office administration with 2 years experience preferred, equivalent experience in the field will be considered.
- Ability to work independently and as part of a team
- Excellent communication and proficient computer skills required (Word, Publisher, Power Point, Excel)

### **Additional Requirements:**

- A valid Ontario Drivers License and access to a vehicle
- Must provide a criminal record check
- Understanding of the Ojibway language is an asset

**Please send resume, cover letter and 3 references by Thursday, February 22, 2018 @4:30pm to:**

Jocelyne Goretzki, Health Director  
Kenora Chiefs Advisory  
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*We thank all who apply, but only those selected for an interview will be contacted.*