



WAASEGIIZHIG
NANAANDAWE'YEWIGAMIG

**EMPLOYMENT
OPPORTUNITY**
1 Full Time Position

Receptionist / Office Assistant

We provide wholistic primary health care through a range of options including prevention, assessment, diagnosis, and treatment. Our teams include health professionals, educators and support workers representing both traditional Anishinaabe and contemporary models of care and use wholistic health and community development concepts.

This position is a first point of contact for Waasegiizhig Nanaandawe'yewigamig clients and service delivery partners and provides support for one of four interprofessional teams.

NOTE: Anishinaabe traditional practices involve burning sacred medicines including tobacco, sweetgrass, sage and cedar within the work setting.

QUALIFICATIONS:

- Medical Secretary or Office Administration diploma is considered an asset, or appropriate combination of relevant education and work experience;
- Current certification in CPR and First Aid (or willingness to obtain);
- Experience working in an Anishinaabe organization, and/or health care facility;
- Understanding of Anishinaabe culture and values and ability to speak and understand Ojibwe a definite asset;
- Excellent interpersonal and problem-solving skills;
- Strong organizational and time management ability;
- Strong computer skills and/or experience with electronic medical records systems an asset;
- Demonstrated ability to communicate effectively;
- Criminal reference check and current drivers' abstract required;
- Proof of immunization in compliance with policy requirements is mandatory prior to start Of employment;
- Commitment to ongoing training and professional development relevant to job requirements;
- Positive attitude and capacity to act as a healthy lifestyle role model.

APPLICATION DEADLINE: January 29, 2024

Please send resume with covering letter and three references, to:

Receptionist/Office Assistant Position

Email: hrteam@wnhac.org

Website: WNHAC.org

Fax: (807) 467-8341

Phone: (888) MYWNHAC

We thank all applicants for their interest in this position; however, please note only those selected for an interview will be contacted.