



WAASEGIIZHIG
NANAANDAWE'YEWIGAMIG

**EMPLOYMENT
OPPORTUNITY**
Full-Time Contract (18 months)
Existing Position

Health 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 Indigenous and contemporary models of care and use wholistic health and community development concepts.

To be a courteous and efficient first point of contact for clients and the public and provide effective administrative support functions for the CSL and related health professionals.

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

QUALIFICATIONS:

- medical secretary diploma, office administration diploma, or equivalent combination of post-secondary education and experience;
- advanced computer skills and experience operating in a network environment with a full range of Microsoft Office applications; experience with Electronic Health Records is an asset;
- demonstrated oral and written communication skills; excellent problem solving and interpersonal skills to deal effectively with a wide variety of people; strong customer service orientation;
- personal experience and understanding of traditional Indigenous culture and healing practices; ability to work in a collaborative, de-colonial, trauma-informed, and client-centered approach and to support WNHAC values in meaningful ways;
- highly organized, detail orientated and able to prioritize and produce high standard of work;
- deep understanding and experience of Indigenous culture, values, and perspectives and relevance in a workplace; ability to speak and understand Anishinaabemowin a definite asset;
- experience working in an Indigenous organization; understanding and/or willingness to learn of Indigenous culture and values;
- proof of immunization in compliance with policy requirements is mandatory;
- valid drivers' license, own vehicle and willingness and ability to travel required;
- criminal records check and current drivers' abstract required;
- commitment to ongoing training and professional development relevant to job requirements; and positive attitude and capacity to act as a healthy lifestyle role model.

Salary: \$46,092- \$60,139 with excellent benefits, including HOOPP pension plan. Salary is based on education and experience.

APPLICATION DEADLINE: Monday, March 16, 2026

Please apply via our careers page at: <https://www.wnhac.org>

Health 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. As an Indigenous employer we encourage First Nations, Inuit, and Metis applicants to apply. We welcome and encourage applications from people with disabilities and will provide accessibility accommodations as part of the application process upon request.