



WAASEGIIZHIG

NANAANDAWE'IYEWIGAMIG

EMPLOYMENT OPPORTUNITY

18-Month Contract
(Existing Position)

Health Records Administrator

We provide client-centered, wholistic primary health care through an interprofessional, team-based model of care. Services comprise a range of options including prevention, assessment, diagnosis and treatment based on traditional and contemporary models of care, using wholistic health and community development concepts.

The Health Records Administrator is responsible for the accurate and efficient management of client health records. This role involves organizing, maintaining and retrieving client records to support clinical staff.

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

Qualifications:

- Post-secondary diploma in Health Information Management or related field preferred;
- medical terminology certificate preferred;
- familiarity with electronic health record (EHR) systems is preferred
- strong organizational skills and attention to detail
- ability to handle sensitive information with discretion and confidentiality
- excellent communication and interpersonal skills
- 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: \$50,700 - \$66,153 with excellent benefits, including HOOPP pension plan. Salary is based on education and experience.

APPLICATION DEADLINE: Friday, February 6, 2026

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

Health Records Administrator 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.