

Health Administrative Support Assistant

(Job #2021.011)

Location: Cutler, ON (Head Office)

Maamwesying North Shore Community Health Services invites applications for a Health Administrative Support Assistant to work out of our head office in Cutler, Ontario. This is a full-time permanent position working with a team of health management staff, regulated health professionals, community, and regional health staff. Under the direction of the Corporate Services and Operations Manager, this position will provide support to the health program in the areas of office administration practices, communication systems, admin support and inventory control.

What we offer:

- Extended health benefits paid by employer;
- Day 1 HOOPP enrolment (Healthcare of Ontario Pension Plan);
- Generous vacation package; with additional 7 Board approved holidays;
- Life-long learning is a priority; offering 10 Professional Development Days and an annual budget towards PD;
- Hours of work 8:30 a.m. to 4:00 p.m. Monday to Friday;
- Access to Cultural and Traditional teachings of the Ojibwe People

Qualifications:

- A post-secondary diploma in Office or Business Administration or equivalent education and work-related experience;
- Must be diligent in maintaining office operations hour of work;
- Must possess excellent oral, written communication and interpersonal skills;
- Three to five years' health office experience preferred;
- Experience in inventory control and information management systems;
- Experience in coordinating meetings, preparation, minute taking and transcribing;
- Strong knowledge and proficient in the use of computers and various software applications, such as Word, Excel, Publisher and/or computer graphics software packages;
- A reliable vehicle, valid Ontario driver's licence is required and a current driver's abstract.

Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines such as tobacco, sweet grass, sage or cedar may occur. Accommodations for the disabled will be available upon request. An offer of employment will be conditional upon an acceptable vulnerable sector records check. Hiring of Aboriginal people will be given preference, as allowed under Section 14 of the Ontario Human Rights Code – Special Programs.

Qualified individuals are invited to submit a covering letter along with a current resume, certificates, diplomas, along with three current work related references. **Applications will be accepted until 4:00pm on April 16 2021.**

Maamwesying North Shore Community Health Services c/o Human Resources
473 B Highway 17W, Cutler, ON POP 1B0
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Email to: hr@nmninoeyaa.ca



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210C Gran Street
Batchewana First Nation, Ontario P6C 0C4
t. 705.575.7191
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Thank you to all applicants. Only those who qualify for an interview will be contacted.