

Client Care Coordinator

(Job #2021.018)

Location: Indian Friendship Centre (SSM)

Seeking a Client Care Coordinator to service our member community of the **Indian Friendship Centre of Sault Ste. Marie**. The scope of this service is to provide clerical and clinical support to the primary health care team within an integrated inter-disciplinary team within the health centre and to coordinate client focused care to community members seeking and accessing health care services.

Qualifications:

- Nursing Unit Clerk Certification or equivalent
- Must possess excellent oral, written communication and interpersonal skills;
- Excellent organizational skills and ability to promote team work;
- Must be self-directed, resourceful and possess critical thinking skills
- Strong knowledge and proficient in the use of computers and various software applications, such as Word, Excel, Publisher;
- Experience in the use of electronic health records would be a definite asset
- Must possess a valid Ontario Driver's Licence and a reliable vehicle, along with a 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

Deadline: June 8, 2021 at 4:00pm

Interested applicants can email resume, cover letter, certificates and three work related references to:

Human Resources

Maamwesying North Shore Community Health Services Inc.

473B Highway 17W, Cutler, ON P0P 1B0

Email: hr@nmninoeyaa.ca



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