



Programs Administrative Assistant

FTE: 1.0

Status: 6-month contract (with possibility of extension)

Closing Date: 4:00pm on May 26, 2022

The **Gizhewaadiziwin Health Access Centre** is a community based, Indigenous controlled, Primary Care service that combines western curative care with traditional Ojibway healing philosophies and practices. The Access Centre provides clinical, social, health promotion and preventive services, as well as, access to traditional Ojibway healers.

The Gizhewaadiziwin Health Access Centre, located in the heart of the Fort Frances Tribal Area and the Rainy River District, is the result of a unique partnership between area First Nations, the United Native Friendship Centre and the Sunset Country Metis.

Summary of Position:

The Gizhewaadiziwin Health Access Centre is looking to fill the position of Programs Administrative Assistant, who, under the direction of the Programs Manager, will primarily be responsible to prepare, review, and/or edit various forms of correspondence. This position will provide coverage in reception and act as a first point of contact and provide general information to staff, clients, and the public. This is a full time, 6-month contract position.

Qualifications:

- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- Superior telephone manners and strong interpersonal skills
- Degree or diploma in administration, business, or a related field is an asset
- Three years of experience in an administrative role
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Collaborate with client, members of the interdisciplinary teams, family members, caregivers and community agencies in providing care
- Excellent written and verbal communication skills
- Ability to work as a team member
- As per policy, applicants should note that proof of COVID-19 vaccination, as well as providing a vulnerable sector check and driver's abstract is a condition of employment within Gizhewaadiziwin Health Access Centre.

Desired:

- Experience and understanding of local Indigenous communities and culture within the Rainy River district an asset.
- Ability to speak Ojibway is an asset.
- First Nations, Inuit or Metis candidates are encouraged to apply. Please self-identify.

A complete Job Description is available by contacting Cheryl McEvoy, Human Resources/Office Manager at 274-3131.

Qualified applicants are invited to submit a resume, covering letter, 3 work related references (*one must be from a current or most recent supervisor*) and written authorization to contact references.

Attention: Personnel Committee
Gizhewaadiziwin Health Access Centre
RMB 2004, RR #2
Fort Frances, ON P9A 3M9
cmcevoy@gizhac.com

We thank all candidates in advance, however, only those selected for an interview will be contacted. Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.