



Administrative Assistant/Receptionist

FTE: FTE 1.0

Status: Permanent

Closing Date: June 27, 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 Administrative Assistant, who, under the direction of the Finance Manager, will primarily be responsible to prepare, review, and/or edit various forms of correspondence. This position will manage and administer inbound and outbound mail. This role will also act as a first point of contact and provide general information to staff, clients, and the public.

Qualifications:

- Work requires knowledge of basic clerical and communication principles;
- Minimum 2 years related work experience;
- Good organizational skills;
- Ability to use computers and other office machines;
- Previous experience in clerical support and telephone reception;
- Ability to work under pressure and manage multiple work assignments;
- Completion of Grade 12;
- Medical background and some triage experience would be a definite asset;
- As per policy, applicants should note that COVID-19 vaccination 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.

Additional Information:

As a part of our team, you will be eligible for:

- 100% employer-paid health care benefits;
- Become a member of the Healthcare of Ontario Pension Plan (HOOPP);
- Six (6) paid Personal Leave Days a year;
- 3 weeks (starting) paid vacation subject to increase quickly over tenure;
- Invited to actively participate in cultural and traditional teachings and knowledge.

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.