



**GIZHEWAADIZIWIN**  
Health Access Centre

## Medical Office Assistant

**FTE:** 1.0

**Status:** Permanent

**Competition Number:** ADM03-25

**Closing Date:** August 29, 2025

**Salary:** \$45,195 - \$53,153 per year

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.

### Summary of Position:

The Medical Office Assistant is a full-time, permanent position reporting to the Communications and Administration Manager. As a part of the Gizhewaadiziwin Health Access Centre, the Medical Office Assistant is responsible for the efficient and effective operation of the Health Records Department. The Medical Office Assistant assists in the development, planning, administration, organization, and operations of service and provides a variety of secretarial, administrative, and computer support duties.

### Qualifications:

- Certificate from a Medical Office Assistant program, or an equivalent post-secondary Office Administration program.
- Two (2) years experience working in a Healthcare environment.
- Excellent oral and written communication skills.
- Knowledge of Computers and Software, such as MS Office Suite and electronic medical records database systems.
- Training in Medical Terminology and/or experience in transcription of medical dictation; or a willingness to obtain.
- Ability to handle sensitive patient information confidentially.
- Clean Vulnerable Sector Criminal Reference Check, Driver's Abstract and proof of COVID-19 vaccination required.
- Ability to speak Ojibway and prior experience in working with Aboriginal people, a definite asset.
- Experience and understanding of local Indigenous communities and culture within the Southern Region of Treaty #3.
- First Nations, Inuit or Métis candidates are encouraged to apply. Please self-identify.

### 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 the Human Resources Department at 274-3131.***

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

**Attention: Human Resources**  
**Gizhewaadiziwin Health Access Centre**  
**P.O. Box 686**  
**Fort Frances, ON P9A 3M9**  
[careers@gizhac.com](mailto:careers@gizhac.com)

*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.*

**Vision:** Mino Bimaadiziwin

**Mission:** We embody Gizhewaadiziwin by delivering safe and high-quality services rooted in Indigenous Worldview. We are committed to wholistic services that integrate traditional healing methods with western health care to strive for Indigenous Health Equity and Mino Bimaadiziwin.

**Values:** Nibwaakaawin – Wisdom • Zoongide'ewin – Bravery • Dabasendizowin – Humility • Zaagi'idiwin – Love • Gwekwaadiziwin – Honesty • Debwewin – Truth • Manaaji'idiwin – Respect • Boonedamowin – Forgiveness