



**GIZHEWAADIZIWIN**  
Health Access Centre

## Medical Receptionist

**Status:** Casual

**Competition Number:** ADM01-25 (Please quote on application)

**Closing Date:** Open until filled

**Salary:** \$24.44 – \$28.75 per hour; In accordance with the ONA Collective Agreement

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:

Reporting to the Communications and Administration Manager, the Medical Office Assistant is responsible for maintaining accurate and confidential health records, coordinating client appointments, and providing administrative support to clinical staff and service providers. 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. The role requires a strong commitment to respectful communication, teamwork, and confidentiality, as well as an understanding of Indigenous values, traditions, and approaches to community wellness.

### Qualifications:

- Diploma or certificate in Medical Office Administration, Health Records Management, or a related field.
- Minimum of 2 years' experience working in a medical or health office setting.
- Experience with Electronic Medical Record (EMR) systems (e.g., PS Suite, Telus).
- Knowledge of health records management standards and privacy legislation (PHIPA).
- Experience working with Indigenous communities or organizations is considered a strong asset.
- Combination of education and relevant experience will be considered.
- Must provide a valid Ontario Driver's License.
- CPR/First Aid and Mental Health First Aid certified required or willing to obtain.
- Clean Criminal Reference Check and Driver's Abstract required.
- Experience and understanding of local Indigenous communities and culture within the Southern Region of Treaty #3.
- Must be willing to travel to all Southern Treaty 3 First Nation Communities when required.
- 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.

**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



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***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.*

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