



GIZHEWAADIZIWIN
Health Access Centre

Administration Coordinator

FTE: 1.0

Status: Permanent

Competition Number: MTGADM01-25

Closing Date: Open until filled

Salary: \$35.82 - \$45.53 per hour

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 Executive Director, The Administrative Coordinator provides essential administrative and operational support to the Human Resources department and management team. This position ensures smooth day-to-day operations across the office, contributes to effective HR practices, and assists with organizational management needs. The role requires professionalism, strong organizational skills, and the ability to manage sensitive information with discretion.

Qualifications:

- Diploma or degree in Business Administration, Human Resources, Indigenous Studies, or related field
- Minimum 2 years of experience in administrative or HR support roles
- Strong understanding of Indigenous cultures, governance, and community dynamics
- Excellent organizational, communication, and interpersonal skills
- Proficiency in Microsoft Office and comfort with digital tools
- Ability to work with discretion, empathy, and cultural humility
- Ability to handle sensitive patient information confidentially.
- Clean Criminal Reference Check and Driver's Abstract 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

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