



GIZHEWAADIZIWIN
Health Access Centre

Office Manager - Contract

FTE: 1.0

Status: 6 months

Competition Number: OFF01-26

Closing Date: Open until filled

Salary: \$92,850 - \$122,730

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 Office Manager will work as part of the management team to provide direction to our Administrative and Maintenance staff. The Office Manager will oversee and implement administrative procedures, establish work priorities, conduct analyses of administrative operations and co-ordinate acquisition of administrative services such as office space, supplies and security services.

Qualifications:

- Diploma or degree in business administration, management, or a related field.
- Experience in a related field, such as management or financial reporting, preferred.
- Has or is willing to obtain JHSC certification
- Must provide a valid Ontario Driver's License.
- CPR/First Aid and Mental Health First Aid certified required or willing to obtain.
- Clean Vulnerable Sector Criminal Reference Check, 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.
- Ability to speak Anishinaabemowin a definite asset.
- 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 online at gizhac.com/careers/

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