



GIZHEWAADIZIWIN
Health Access Centre

OTN System Navigator

FTE: 1.0

Status: Permanent

Competition Number: CLI05-26 (Please quote on application)

Closing Date: September 16, 2026

Salary: \$29.56 - \$34.76 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 Clinic Manager, this position will consult with the medical team to assess, develop, plan, implement and evaluate client care and assist in the establishment of short-term and long-term range goals for the client. The System Navigator/OTN Coordinator assists clients of the Health Access Centre with the coordination of their holistic health care and coordinate the use of the Ontario Telemedicine Network (OTN) within the Gizhewaadiziwin Health Access Centre.

Qualifications:

- Must have a minimum of 3 years' experience in working in a Medical Office setting.
- Completed course in Medical Terminology 1 & 2 (or willing to obtain)
- Excellent written and oral communication skills
- Experience and familiarity with community and specialist services available both locally and regionally
- Experience and/or training with Ontario Telemedicine Network
- Ability to handle sensitive patient information confidentially.
- Clean Vulnerable Sector 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 visiting gizhac.com/careers

Qualified applicants are invited to submit a covering letter referencing the competition number, resume, three 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



SYSTEM NAVIGATOR - OTN COORDINATOR

SUMMARY

Reporting to the Clinic Manager, this position will consult with the medical team to assess, develop, plan, implement and evaluate client care and assist in the establishment of short term and long-term range goals for the client. The System Navigator/OTN Coordinator assists clients of the Health Access Centre with the coordination of their holistic health care and coordinate the use of the Ontario Telemedicine Network (OTN) within the Gizhewaadiziwin Health Access Centre.

DUTIES AND RESPONSIBILITIES

System Navigation Duties

- Consults with medical team to assess, plan, implement, and evaluate client care and in the establishment of short-term and long-range goals for clients.
- Assists clients and their families in adjusting to physical, mental, and/or social limitations imposed by illness.
- Arranges client referrals to specialists and diagnostic testing, when required.
- Arrange for client referrals to other internal and external service providers, as required.
- Monitors referrals made to ensure follow up and appointments are scheduled.
- Works with the clinical team to ensure client needs are being addressed.
- Maintains universal precautions, and complies with Infection Control policies and procedures

OTN Coordination Duties

- Schedule and arrange for OTN specialist appointment for clients as required.
- Complete and submit the required health history, consents, supporting documentation required for the OTN appointment.
- Act as the medical support for clients before, during and after the OTN specialist appointments.
- Arrange for other support persons (ie: Mental Health workers in the event of Tele-psychiatry) to be available to clients, as required.
- Operate and utilize the OTN equipment and related on-line databases (ie: SF Telederm) in adherence to policies, procedures and practices.
- Informs GHAC staff of OTN opportunities.



Administration

- Maintains security, confidentiality, accuracy, integrity, and legality of the client records including the electronic database and OTN system.
- Documents and reports statistics, as required by funding agencies.
- On-going training related to the OTN system, as required
- Other duties as required.

QUALIFICATIONS AND REQUIREMENTS

- Current Ontario RPN License is an asset, as well as good standing with College of Nurses
- Valid Driver's License
- Must have a minimum of 3 years' experience in working in a Medical Office setting.
- Completed course in Medical Terminology 1 & 2 (or willing to obtain)
- Excellent written and oral communication skills
- Experience and familiarity with community and specialist services available both locally and regionally
- Experience and/or training with Ontario Telemedicine Network
- Ability to speak Ojibway and previous experience working with aboriginal people, a definite asset.
- CPR/First Aid
- Able to prioritize and handle a variety of tasks.
- Excellent health assessment skills and sound clinical judgement.
- Computer literacy and familiar with Telus EMR