



WAASEGIIZHIG NANAANDAWE'IYEWIGAMIG

EMPLOYMENT OPPORTUNITY

Clinic Assistant One (1) Full Time position

We provide primary health care through a range of options including prevention, assessment, diagnosis and treatment. Our team includes health professionals, educators and support workers representing both traditional Aboriginal and contemporary models of care, and uses wholistic health and community development concepts.

Reporting to the Clinical Services Manager, the Clinic Assistant supports client care at our central service location by assisting with clinic support functions that do not require professional qualifications.

Responsibilities include managing supply inventory and monitoring budget; maintaining infection control standards in the clinic area; sterilizing equipment/tools; transporting lab samples; scheduling calibration/servicing of medical equipment; and providing back up for front desk positions when required.

QUALIFICATIONS:

- minimum Grade 12 High School Diploma or GED equivalent
- experience working in an Anishinaabe organization and ability to understand and speak Anishinaabemowin a definite asset;
- excellent interpersonal and problem solving skills, and demonstrated ability to communicate effectively;
- strong organizational and management ability;
- demonstrated ability to work independently and be an effective team member;
- strong commitment to ongoing training (some on the job training will be provided)
- valid drivers' license and own vehicle required; copy of current drivers' abstract required
- current criminal records check;
- positive attitude and capacity to act as a healthy lifestyle role model

Salary is competitive and reflects both the responsibilities of the position and conditions of employment.

APPLICATION DEADLINE: Wednesday, November 21, 2018

Please send resume with covering letter and three references, to:

Clinic Assistant
WAASEGIIZHIG NANAANDAWE'IYEWIGAMIG
P.O. Box 320,
Keewatin, Ontario
POX 1C0

email: pskead@wnhac.org
fax: (807) 467-8341
phone: (807) 467-2453

We thank all applicants for their interest in this position; however, please note, only those selected for an interview will be contacted.