



WAASEGIIZHIG
Nanaandawe'iyewigamig

**EMPLOYMENT
OPPORTUNITY**

Casual/On-Call– Front Desk
(multiple casual positions)

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 Anishinaabe and contemporary models of care, and uses wholistic health and community development concepts.

This is a casual position, we are seeking individuals who can be available on a casual or on-call basis to complete shift schedules or fill in temporary absences. This position is a first point of contact for Waasegiizhig Nanaandawe'iyewigamig clients and service delivery partners, and provides support for one of four interprofessional teams.

NOTE: Anishinaabe traditional practices involve burning sacred medicines including tobacco, sweetgrass, sage and cedar within the work setting.

QUALIFICATIONS:

- Medical Secretary or Office Administration diploma, or equivalent combination of post secondary education and experience;
- current certification in CPR and First Aid (or willingness to obtain);
- experience working in an Anishinaabe organization, and/or health care facility;
- understanding of Anishinaabe culture and values and ability to speak and understand Ojibwe a definite asset;
- excellent interpersonal and problem-solving skills;
- strong organizational and time management ability;
- strong computer skills and/or experience with electronic medical records systems an asset;
- demonstrated ability to communicate effectively;
- criminal reference check and current drivers' abstract required;
- proof of immunization in compliance with policy requirements is mandatory prior to start of employment;
- commitment to ongoing training and professional development relevant to job requirements;
- 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. Casual workers are eligible to apply for internal job postings, and may be eligible for training opportunities as they arise.

APPLICATION DEADLINE:

ONGOING RECRUITMENT

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

Casual/On-Call Front Desk Recruitment
WAASEGIIZHIG NANAANDAWA'YEWIGAMIG
P.O. Box 320,
Keewatin, Ontario
P0X 1C0

email: pskead@wnhac.org
fax: (807) 467-8341
phone: (888) MYWNHAC ext 225

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