



Opaskwayak Health Authority Beatrice Wilson Health Centre Job Posting

Opaskwayak Health Authority is seeking one (1) qualified individual to fill the role of **Casual Receptionist** with the **Operations Team**.

Job Summary

Reporting to the Operations Manager, the Receptionist is responsible for client reception. The Receptionist is a key member of the operations department; is assigned key responsibilities; works in a multi-disciplinary team in consultation and collaboration with OHA program managers to develop and deliver programs and services that meet organizational needs; follows OHA policies and procedures; practices organizational and cultural competencies to the highest level; and provides scheduled coverage of reception staff as required.

Position Requirements:

- Grade 12 or GED equivalent
- Certificate/Diploma – Office Assistant or equivalent
- Valid Manitoba Class 5 Driver's License
- Knowledge of 7 Sacred Teachings
- Microsoft Office – Word, Excel and Outlook
- Satisfactory employment record including attendance at work

Closing Date: Open until filled.

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Contact information for **three (3) references (supervisor, manager, or colleague/coworker)** – must include their position/title, current place of employment, email, and phone number
- **Criminal record with vulnerable sector & child and adult abuse registry checks** (or indication that they have been applied for)
- **Personal contact information** (phone and email)

This is a preference competition.

All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous applicants. Applicants are requested to self-declare at the time of application. (Self-declaration form available on our website in the *Careers* section)

Your application will not proceed to an interview without the above information. **Please note that only those selected for an interview will be selected.**

For additional information or to apply for this position please contact or submit your application to:

Human Resources

Opaskwayak Health Authority

Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0

Email: adrienne.reason@ocnhealth.com

Please mark all correspondence "**CONFIDENTIAL**"