



Opaskwayak Health Authority Beatrice Wilson Health Centre Job Posting

Opaskwayak Health Authority is seeking a qualified individual to fill the role of **Clinic Administrative Assistant** in the **Jordan's Principle** Integrated Care Team.

Job Summary

Reporting to the ICT RN Coordinator, the Clinic Administrative Assistant is responsible for client contact; and Integrated Care Team (ICT) support and administration. The Clinic Administrative Assistant is a key member of the ICT; 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 to other ICT team members and other ICTs, as required.

Position Requirements:

- Grade 12 or GED equivalent
- Medical office assistant certificate or health care aide certificate
- Medical terminology certificate
- 2 years of work experience as a medical office assistant or health care aide
- Microsoft Office – Word, Excel and Outlook
- Satisfactory employment record including attendance at work

Closing Date: September 15, 2023 at 4:00pm. No late submissions will be accepted.

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (2 supervisor or manager and 1 colleague) – or – contact information for same (include position / title, current place of employment, phone number & email).
- **Criminal record with vulnerable sector and child abuse registry checks** (or indication that they have been applied for)
- **Personal contact information** (phone & email)

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

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Crystal Krost, Personnel Support
Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0
Email: hr@ocnhealth.com

Please mark all correspondence "**CONFIDENTIAL**".

Please visit our website: www.beatricewilsonhealthcentre.ca for job postings.