



## 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 **Primary Care** 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 supervisors to develop and deliver programs and services that meet organizational needs. The Clinic Admin Assistant 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
- First Aid & CPR (preferred)
- Trauma Informed Practice (preferred)
- 2 years of work experience as a medical office assistant or health care aide
- Knowledge of Aboriginal health issues, client safety, cultural safety, harm reduction principles, and privacy legislation (PHIPA, PHIA, PIPEDA)
- Proficiency in Microsoft Office – Word, Excel and Outlook
- Familiarity with Accuro, Manitoba eChart & Mustimuhw software (preferred)
- 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)
- **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 & adult abuse registry checks – no more than a year old** (or indication that they have been applied for)
- **Personal contact information** (phone and email)

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

**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.

To obtain a complete job description, 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: [hr@ocnhealth.com](mailto:hr@ocnhealth.com)

Please mark all correspondence **“CONFIDENTIAL”**