



**Opaskwayak Health Authority  
Beatrice Wilson Health Centre  
External Job Posting**

Opaskwayak Health Authority is seeking a qualified individual to fill the role of **Health Care Aide – Full Time** in the **Home and Community Care** program.

**Job Summary**

Reporting to the ICT RN Coordinator – Home Care, the Health Care Aide (HCA) is responsible for providing personal care & home support services, and related general administration. The HCA follows OHA policies & procedures; provincial & federal standards; works in a multidisciplinary team & may be called upon to assist with other duties within the scope of the department.

**Position Requirements:**

- Health Care Aide Certificate
- Valid Manitoba Class 5 Driver's License & daily access to a vehicle
- 1 year of related experience
- Knowledge of First Nations community culture, resources & services
- Ability to provide safe & effective support in a manner that considers everyone's needs for comfort, privacy & respect.
- Ability to work independently & within a team environment.
- Physical ability to perform all duties required by the position.
- MS Office – Word, Excel, Outlook, PowerPoint
- 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/manager and 1 colleague) **OR** contact information for the same (include position/title, current place of employment, phone number & email).
- **Criminal Record Check with Vulnerable Sector and Adult & Child Abuse Registry Checks** (or indication that they have been applied for) – no more than a year old
- **Personal contact information** (phone & email)

Your application will not proceed to an interview without this information. Please note that only those 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**".

Please visit our website: [www.beatricewilsonhealthcentre.ca](http://www.beatricewilsonhealthcentre.ca) for job postings.