



**Opaskwayak Health Authority
Beatrice Wilson Health Centre
Medical Assistant (Opioid Agonist Treatment Program)**

Opaskwayak Health Authority is seeking a qualified individual to fill the role of **Medical Assistant - TERM (ending September 2025)** in the **Opioid Agonist Treatment (OAT)** team.

Job Summary

Reporting to the OAT ICT RN Coordinator, the Medical Assistant is responsible for assisting providers in delivery of quality health care to clients and families; and assisting providers to provide high quality health care. The Medical Assistant is a key member of the OAT integrated care team (ICT), is assigned key responsibilities; practices organizational and cultural competencies to the highest level; supports ICT members by picking up tasks as required (within a defined scope) to ensure smooth and efficient performance of the integrated care team; and provides scheduled coverage to other ICTs when required.

Position Requirements:

- Health Care Aide certificate
- Medical Terminology
- Phlebotomy certificate (preferred)
- Medical lab assistant certificate (preferred)
- Valid Manitoba Class 5 Driver's License & daily access to a vehicle
- 1 year of work experience in phlebotomy
- 2 years of work experience as a health care aide
- Adult & Child Abuse Registry Checks & Criminal Record Check with Vulnerable Sector
- Satisfactory employment record including attendance at work
- Proficiency in Microsoft Word, Excel, Outlook

Closing Date: June 13, 2025, at 4:00pm. No late submissions will be accepted.

Applications must include:

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

Your application will not proceed with an 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:

Human Resources

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

Email: hr@ocnhealth.com

Please mark all correspondence **"CONFIDENTIAL"**