Opaskwayak Health Authority
Beatrice Wilson Health Centre
External Job Posting
Dispatcher

Opaskwayak Health Authority is seeking one qualified individual to fill the role of **Full-Time Dispatcher** in the **Non-Insured Health Benefits** program.

Job Summary

Reporting to the NIHB Manager, the Dispatcher is responsible for NIHB medical transportation administration, NIHB vision administration delivery and general administration. The Dispatcher is a key member of the NIHB team; is assigned key responsibilities; works in a multi-disciplinary team in consultation & collaboration with OHA program managers to develop & deliver programs & services that meet organizational needs; follows OHA policies & procedures; practices organizational & cultural competencies to the highest level; and provides scheduled coverage to other team members as required.

Position Requirements:

- Grade 12 or GED equivalent
- Knowledge of standard office equipment
- Knowledge of 7 Sacred Teachings
- Microsoft Office – Word, Excel & Outlook
- Satisfactory employment record including attendance at work

Closing Date: September 2, 2026, 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 the same three (include position/title, current place of employment, phone number & email)
- **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.**

The successful candidate will be required to provide a valid Criminal Record Check with Vulnerable Sector– no more than a year old (or proof of application – receipt) prior to commencing employment with OHA.

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".**