



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

Opaskwayak Health Authority is seeking qualified individuals to fill the role of **Casual Receptionist** with the **Operations Team**.

Job Summary:

Reporting to the Operations Manager, the Receptionist is responsible for client reception. The Receptionist is a key member of the Operations Team; 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 of reception staff as required.

Position Requirements:

- Grade 12 or GED equivalent
- Certificate/Diploma – Office Assistant or equivalent
- Valid Manitoba Class 5 Driver's License
- Knowledge of 7 Sacred Teachings
- Microsoft Office – Word, Excel, and Outlook
- 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, professional letters of reference)
- Contact information for **three (3) references** (supervisor, manager, or colleague/coworker) – must include their position/title, current place of employment, email, and phone number
- **Personal contact information** (phone and email)

Your application will not proceed to an interview without this information. Please note that only those selected for an interview will be contacted.

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

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 (self-declaration form available on our website in the *Careers* section).

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"**.