



# WAASEGIIZHIG NANAANDAWE'YEWIGAMIG

## EMPLOYMENT OPPORTUNITY

### Receptionist / Office Assistant

One (1) Full Time position

We provide wholistic primary health care through a range of options including prevention, assessment, diagnosis and treatment. Our team includes health professionals, educators and support workers representing both traditional Anishinaabe and contemporary models of care, and uses wholistic health and community development concepts.

This position is the first point of contact for clients wishing to access Waaseglizhig Nanaandawe'yewigamig services, and provides clerical support for professional and administrative staff.

#### QUALIFICATIONS:

- Medical Secretary diploma, or equivalent combination of post secondary education and experience
- current certification in CPR and First Aider (or willingness to obtain)
- experience working in an Anishinaabe organization, and/or health care facility
- understanding of Anishinaabe culture and values and ability to speak and understand Ojibwe a definite asset
- excellent interpersonal and problem-solving skills
- strong organizational and management ability
- strong computer skills and/or experience with electronic medical records systems an asset
- demonstrated ability to communicate effectively
- criminal reference check and current drivers' abstract required
- commitment to ongoing training and professional development relevant to job requirements
- positive attitude and capacity to act as a healthy lifestyle role model

Salary is competitive and reflects both the responsibilities of the position and conditions of employment.

**LOCATION:** Kenora, Ontario

**APPLICATION DEADLINE:** Friday, January 27, 2011 at 4:30 PM

Please send resume with covering letter and three references, to:

Receptionist/Office Assistant Position  
WAASEGIIZHIG NANAANDAWE'YEWIGAMIG  
P.O. Box 320,  
Keewatin, Ontario  
P0X 1C0

email: [mmcdonald@kahac.org](mailto:mmcdonald@kahac.org)

fax: (807) 543-1126

phone: (807) 543-1065 ext 231

We thank all applicants for their interest in this position; however, please note only those selected for an interview will be contacted.