



Administrative Assistant

The Misiway MilopemahteseWIN Community Health Centre (Misiway), located in Timmins, Ontario, provides quality programs and services that honour, respect and support Aboriginal culture, values and healing practices, complimented by western approaches to primary health care. Misiway's Primary Care Clinic provides a comprehensive and coordinated approach to Primary Care needs including support of traditional lifestyle practices. Misiway health care staff work closely with a network of community partnerships and relationships with both Aboriginal and urban organizations.

The Opportunity:

Job Title: *Administrative Assistant-Reception and Data Management*
Misiway MilopemahteseWIN CHC, Timmins, ON

Bring your proven administrative experience in a clinic setting to a challenging and rewarding role in our Community Health Centre. As our Administrative Assistant you will work as part of an interprofessional team to provide strong Administrative Support for the operational needs of Misiway's health care providers. Your knowledge or willingness to learn about the Aboriginal culture will assist you to deliver high quality, culturally sound administrative support.

As a successful candidate your qualifications will include:

- Grade 12 diploma required, college diploma in Administration preferred
- Knowledge of medical terminology
- Knowledge of Privacy Legislation and requirements applicable to management of medical records
- Strong computer skills
- Ability to manage in an environment with multiple demands, working with the public as well as numerous health care providers
- Strong communication, interpersonal and organizational skills
- Dependable, punctual, careful attention to detail
- Ability to speak Ojibway, Cree or French is an asset

Indigenous candidates are encouraged to apply

We also welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Please forward your resume electronically by **Thursday, December 7th** to:

Nancy Montreuil
Director of Finance and Administration
Misiway MilopemahteseWIN Community Health Center
Email: nmontreuil@misiway.ca

Only candidates selected for an interview will be contacted.