



Mino M'shki-ki Indigenous Health Team

Kirkland Lake Site:

109 Burnside Dr.
Kirkland Lake ON P2N 2V5

Toll Free: 1 (855) 647-7874 Fax: (705) 647-0113

Temiskaming Shores Site:

421 Shepherdson Rd.
New Liskeard ON P0J 1P0

EMPLOYMENT OPPORTUNITY

Job Title: 2 - Permanent Full-Time - Medical Secretary/Administrative Assistant
Location(s): 1 - Kirkland Lake Site and 1 - New Liskeard Site

Mino M'shki-ki is a newly developing Indigenous Interprofessional Primary Care Access team that has care teams operating in New Liskeard and Kirkland Lake Ontario. The Mino M'shki-ki Indigenous Health Team is mandated to take a culturally-rooted approach informed by local Indigenous Traditional Knowledge, languages and cultural practices in its work with families and communities. A commitment to personal leadership, cultural competency and service excellence is a requirement of this position. Please indicate in your cover letter your location preference.

Duties Include:

- Answers incoming telephone calls, greets clients and scheduling follow up appointments for clients triaging clients under the direction and collaboration of the Clinical Lead
- Provides administrative support to management and members of the clinical team
- Management of Health Records ensuring compliance with Privacy Legislation – both electronic and paper charts, including sorting fax correspondence for clinic providers, scanning medical reports into electronic health records
- Provides secretarial services to the clinical team including typing correspondence, medical notes, reports, meeting minutes and keeps running inventory and stocking of supplies/equipment
- Processing referrals to specialists and community service provider
- Working with First Nation NIHB services to arrange transportation to medical appointments for qualifying clientele and is responsible for clinic marketing campaigns
- Performs routine screening (blood pressures, weights), as needed

Qualifications:

- Two to five years office experience with demonstrated ability to be flexible, organized, self-motivated and excellent problem-solving skills, be a team player and ability to work under pressure with time lines
- Experience working with health records in a health care setting
- Experience working with Indigenous clientele with demonstrated cultural sensitivity
- Experience working with an electronic health record
- Strong knowledge of Indigenous history, cultural teachings, protocols, and ceremonies
- Enthusiastic, knowledgeable and passionate about Indigenous culture
- Exceptional verbal and written communication skills
- Strong interpersonal and team building skills with the ability to create a supportive and positive environment for staff and volunteers
- Proficiency in the use of computers and various software applications
- Demonstrated ability to work with the Indigenous population and sensitivity to Indigenous issues with the willingness to learn and accept diversity of Indigenous cultures and teachings
- Current satisfactory Criminal Record and Vulnerable Sector Check is required
- Fluent in Indigenous language an asset

All interested applicants please submit cover letter and resume by email/fax or drop off in person at either of our locations:

Jeanine Gilbert, A/Health Director-Program Coordinator

Email: jeanine.gilbert@tnwsg.ca

Deadline: March 11, 2019

Qualified Indigenous Peoples are particularly encouraged to apply. Only those applicants granted an interview will be contacted.