



EMPLOYMENT OPPORTUNITY

Position: Administrative Assistant

Background:

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nation owned and controlled health co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases. It oversees an Inter-Professional Primary Care Health Team made up of a clinical coordinator, 4 nurses (2 are Certified Diabetes Educators), 1.5 physicians (part-time), 1 foot care specialist and, 4 mental health counsellors providing direct services in the Matawa First Nations or through telemedicine.

The organization is accepting applications for an Administrative Assistant.

Position Summary:

The Administrative Assistant will provide secretarial support and assistance to the MHC Executive Director, and the MHC Board of Directors. They will assist the MHC health team with coordination of travel/accommodations.

Specific duties include:

- Providing day-to-day administrative support to the MHC Executive Director
- Preparing and coordinating correspondence, e-mails, and telephone calls/voicemails for the MHC Executive Director
- Coordinating and maintaining up to date schedule for all meetings and conferences for the MHC Executive Director
- Attending and organizing all board meetings and special meetings, includes recording, transcribing and/or preparing/copying all minutes, summary of motions passed for the MHC Executive Director, Board of Directors, and Board committees
- Developing and maintaining cooperative working relations with all MHC Staff and Matawa organizations, other Tribal Councils, and political organizations, such as, NAN.

Preferred Qualifications, Experience, Knowledge and Abilities:

In addition to the following, the Administrative Assistant must possess at minimum: Degree/Diploma in Office Administration or related field, and at least five years' experience in a senior secretarial/administration position.

The incumbent should also have proficient knowledge in the following areas:

- Excellent secretarial, interpersonal communication and, organizational skills
- Expertise in developing and maintaining excellent working relationships with all members of the health care team and partner organizations
- Ability to prioritize, manage time effectively
- Capacity to adapt quickly to a fast-paced, dynamic work environment
- High degree of accuracy and attention to detail
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.)

Applicants will have skills and personal attributes as described in the job description.

Location: Thunder Bay, Ontario (with extensive travel to Matawa road-access and remote communities)

Salary: Commensurate with experience

Term: Full-Time, dependent on annual funding

How to Apply: Please send your cover letter and resume with three references to:

Matawa Health Co-operative
RE: Administrative Assistant
233 Court Street South, 1st Floor
Thunder Bay, ON P7B 2X9

Fax: (807) 346-2371

Email: careers@matawa.on.ca

Deadline: Open Until Filled

For additional information, please view the job description at the Matawa website:

www.matawa.on.ca

(or at: <http://www.matawa.on.ca/departement/employment/>)

We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.



- CIRCLE OF BELONGING -