



## **EMPLOYMENT OPPORTUNITY**

**Position:**      **Administrative Assistant - Physician Services**

**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.

The organization is accepting applications for **Administrative Assistant**.

**Position Summary:**

The Administrative Assistant will provide general day-to-day administrative and clerical support for the Director of Clinical and Nursing Services and the Physician team as required by:

- Coordinate and maintain up-to-date filing systems for general correspondence and issues as it pertains to the MHC Physician services and programs;
- Prepare correspondence, and memorandums, assist in the preparation and publication of annual reports and other reports as required;
- Assist with coordination of travel for MHC Physician Team which may include accommodations and preparation of travel claims;
- Assist with meetings as required (coordinating, scheduling and minute taking);

**Preferred Qualifications, Experience, Knowledge and Abilities:**

In addition to the following, the Administrative Assistant must have or an equivalent combination of experience and education in office administration (or willingness to be trained).

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

- A Diploma in Office Administration or related field;
- Previous experience working in a clinical setting is an asset;
- Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care;
- Proficiency in computer skills and technology-based applications: word processing/Microsoft Word, Outlook/email, electronic databases, etc.
- Highly organized, capable to multi-task and manage time effectively;

Applicants will have skills and personal attributes as described in the job description including excellent oral and written communication skills; interpersonal skills.

**Location:** Thunder Bay, Ontario (with 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  
ATTN: Crystal Bell, Director of Nursing and Clinical Services  
RE: Administrative Assistant – Physician Services  
233 Court Street South, 1<sup>st</sup> Floor  
Thunder Bay, ON P7B 2X9

Fax: (807) 346-2371

Email: [mhc-careers@matawa.on.ca](mailto:mhc-careers@matawa.on.ca)

**Deadline:** Open Until Filled

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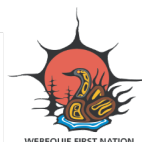
**For additional information, please view the job description at the Matawa website:**

**[www.matawa.on.ca](http://www.matawa.on.ca)**

**(or at: [www.matawa.on.ca/recruitment/career-opportunities/](http://www.matawa.on.ca/recruitment/career-opportunities/))**

*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.*

***Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.***



**- CIRCLE OF BELONGING -**