



North Bay Indigenous Hub – Receptionist

Full-Time Position

The North Bay Indigenous Hub (NBH) will provide a wide range of programming services including traditional healing, primary care, health promotion, chronic disease management, family-focused maternal/child health care, mental wellness care, diabetes care, and a culturally integrated licensed day care facility. All of the programs are to be delivered in a culturally safe manner to the local urban Indigenous population in addition to our partner First Nations, Nipissing, Temagami and Dokis First Nations. This new Indigenous Primary Health Care team seeks an organized and task oriented receptionist who excels in customer service and time management.

Under the direction of the Executive Director of the North Bay Indigenous Hub (NBH), this position will be responsible to assist in the delivery of administrative and clerical support by ensuring efficient operation of the office through a variety of tasks related to organization and communication and is responsible to manage confidential and time sensitive material. The successful candidate must have a keen awareness of resources; adherence to policy and practice; and support the implementation of the NBH service delivery model.

QUALIFICATIONS:

- Post-secondary diploma in secretarial or administrative support **and** a minimum of two (2) years' experience in office administration **or**
- A minimum of five (5) years of recent and relevant work experience in an office setting;
- Demonstrated excellent customer service, organizational and communication skills;
- Direct experience with client scheduling
- Direct experience with maintaining a filing system and managing office and medical supply inventory;
- Direct experience with prioritizing tasks in an effective manner;
- Demonstrated knowledge of privacy and security requirements related to personal health information;
- Fluent in Ojibway or Cree language is an asset;
- Proof of completion or willing to obtain upon employment:
 - Privacy training
 - Occupational Health and Safety
 - Workplace Hazardous Materials Information Systems (WHMIS) training
 - Current First Aid and CPR with AED
 - Cultural safety training
- Valid Ontario Class "G" Driver's License and access to a reliable personal vehicle.

DUTIES INCLUDE:

- Knowledge of First Nation wellness and priorities;
- Knowledge, understanding and respect for the Anishinaabe way of life;
- Knowledge of privacy and security requirements for managing personal health information;
- Excellent written and oral communication skills;
- Excellent interpersonal skills, problem solving abilities and conflict resolution skills;
- Excellent time management, organizational and administrative skills;
- Proficient computer experience in Microsoft Office applications including MS Word, Excel, Access, PowerPoint and Outlook;
- Ability to work within PHIPA legislative guidelines;

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- Ability to work effectively and liaise with other agencies and the general public within and outside the community;
- Ability to work in a manner respectful of First Nations culture, values, and beliefs;
- Ability to protect the personal health information of clients and maintain high degree of confidentiality;
- Ability to operate office equipment such as scanner, fax, photocopier;
- Ability to act professionally and work with minimal supervision;
- Ability to work as an inter-professional team member;
- Ability to work flexible hours;
- Must have a valid Ontario Class G driver's license.

A current Criminal/Police Records Check and Vulnerable Persons check is a requirement for this position.

Qualified applicants are invited to submit a letter of interest, resume and three (3) current references no later than **4:30pm on Tuesday, April 23rd, 2019** to:

Jennifer Lalonde, Human Resources Manager
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207
Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those who qualify for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC