



Nursing Station

P.O. Box 250
PARRY SOUND, ONTARIO
P2A 2X4

PHONE

705-746-8022

FAX

705-746-2039

Deborah Pegahmagabow

Director of Health

Lorna Pawis

Assistant to Health Director

Programs Services Available

Monday-Friday 8:30-4:30
(other times as posted)

Federally funded:

Prevention and Promotion
Programs
(CHR/NNADAP)

Home and Community Care
Programs & Services

Medical Transportation
Program

Provincially funded:

Primary Care Services

HCC Program

Community Aboriginal
Recreation Activator
(CARA Program)

Mental Wellness/Prevention
Regional Services

Ntam Nishnabeg Jiigbiig First Nations Mental Wellness Crisis Response Team

*(Serving six First Nations: Wasauksing, Magnetawan, Henvey Inlet,
Dokis, Nipissing, & Wahnapiatae)*

Is seeking an applicant for the position of

Admin Assistant

Replacement Leave ending March 31, 2021

The Mental Wellness and Crisis Response Team is seeking an innovative, highly motivated and energetic team player for the position of Mental Wellness and Crisis Response Admin Assistant. As a member of a progressive, regional Mental Wellness Team you will provide highly organized and detail oriented Admin Assistance and you will work out of the Wasauksing First Nation Nursing Station. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks.

As a member of the Team, you will be: helping to build a community data base system on a local and regional level; assist in the development of an inventory of mental health and crisis intervention service providers, assist in the requisition of cheques for supplies and travel, develop and maintain a filing system, assist in maintaining budget expenditures, updating and maintaining office polices and procedures, order supplies, maintaining contact lists, assistance in submission and reconciling expenses, provide general support, assist in the organizing of training sessions, retreats and maintaining logistics etc.

Ideally the applicant has proven experience as an admin assistant, virtual assistant or office administration; knowledge of office management systems and procedures, working knowledge of office equipment, like printers and fax machines, proficiency in MS office (MS Excel and MS PowerPoint and Adobe connect; Excellent time management skills and the ability to prioritize work, attention to detail and problem solving skills, excellent written and verbal communication skills, strong organizational skills with the ability to multi task and a secondary education.

Please submit your covering letter, resume and three (3) references by email to:
Caroline Recollet, Mental Wellness Team Coordinator, at mwtc@wasauksing.ca

Closing Date: Sept 30, 2020

We thank all applicants but only those individuals to be interviewed will be contacted.