



JOB POSTING

Medical Transportation/Community Wellness Administrative Assistant

TERM: Permanent Full-Time, 35 hours per week, Monday to Friday, 8:30 a.m. to 4:30 p.m.

DEPARTMENT: Health and Human Services

SALARY: TBD – Based on education and experience, includes group benefits and pension

POSTING DATE: July 7, 2021

CLOSING DATE: July 20, 2021 at 4:30 p.m.

JOB SUMMARY:

Under the direct supervision of the Medical Transportation Coordinator and the Community Wellness Coordinator, the Medical Transportation/Community Wellness Administrative Assistant will provide clerical and administrative support to the Medical Transportation Coordinator and the Community Wellness Coordinator. This is a split position, 50% Medical Transportation Assistant and 50% Community Wellness (Human Services) Assistant. The Medical Transportation/Community Wellness Administrative Assistant will be responsible to perform day-to-day administrative and clerical functions to ensure the efficiency of the Medical Transportations Program and the Human Services Program.

QUALIFICATIONS:

1. Grade 12 Diploma or Equivalent, with six (6) + consecutive years of employment as Administrative Assistant; OR
2. Post-Secondary Diploma in Office Administration, with a minimum two (2) years' work experience in an administration/clerical setting;

REQUIREMENTS:

1. The successful candidate will provide a current VS-CPIC, **at own expense**, prior to starting employment;
 2. The successful candidate will provide photocopies of applicable educational qualifications (certificates, diplomas, degrees, etc.);
- MANDATORY DOCUMENTATION WITH APPLICATION**
3. Cover Letter;
 4. Resume;
 5. Three (3) supervisory references (names, titles and telephone numbers only).

Submit all mandatory documentation to recruitmentandselectioncoordinator@oneida.on.ca.

Due to COVID-19 Pandemic, we are ONLY accepting electronic copies at this time.

- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for an interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 826 or by email to recruitmentandselectioncoordinator@oneida.on.ca.