



# De dwa da dehs nye>s Aboriginal Health Centre

*We're Taking Care of Each Other Amongst Ourselves.*

## **Our Mission:**

Improving the health and well-being of Indigenous individuals, families and communities through wholistic Indigenous, Traditional and Western health care.

## **INTERESTED APPLICANTS**

Please submit your resume and cover letter to:

[humanresources@dahac.ca](mailto:humanresources@dahac.ca)

or

Attention: Human Resources

Aboriginal Health Centre  
678 Main Street East  
Hamilton ON L8M 1K2

Nya:weh / Miigwetch to all applicants

Only those selected for interviews will be contacted

## **Deadline to Apply: Open Until Filled**

Please note that **ONLY** complete applications with cover letter will be considered.

*Preference is given to equal candidates of Indigenous Decent.*

## **Medical Administrator, Hamilton Site**

**Full-Time - Salary Range \$40,000 to \$46,000**

De dwa da dehs nye>s Aboriginal Health Centre focuses on culturally appropriate, wholistic, primary health care that includes Physicians, Nurse Practitioners, Traditional Healing and other primary health services - Mental Health Support as well as community health supports - Advocacy, Outreach and Health Promotion and Education Services.

The goal of the Medical Administration Team is to perform a wide variety of medical administrative duties to support the Primary Care Team's day to day operations. This position is the first point of contact for patients and participants at De dwa da dehs nye>s and will act as a navigator to appropriate programs and services.

## **Roles and Responsibilities:**

- Manage all incoming phone calls, respond to clinic related inquiries and redirect calls as appropriate throughout the health centre
- Support administrative duties such as scheduling, posting to patient charts, documenting patient contacts, clinic inventory/supplies, liaising on behalf of providers e.g. pharmacy, life labs, public health.
- Manage wait lists, specialist schedules and bookings, reminder calls, screening and triaging etc.

## **Required Knowledge, Skills, Qualifiers:**

*The ideal candidate would possess some of the following qualifications:*

- Medical Office Administration certificate or equivalent in work experience of 3-5 years in the field.
- Ability to multi-task and interact with diverse clients with compassion, sensitivity, and support.
- Possesses knowledge of Harm Reduction principles and practices, SAFE Talk and ASIST Training, including a familiarity with Indigenous ways of being.
- Must have a valid driver's license and reliable transportation;
- Sound computer and documentation (manual/computer based) skills with Electronic Medical Record systems and Intermediate knowledge of Microsoft Office capabilities.
- Advanced Microsoft Office skills;
- Excellent organizational skills;
- Strong written and verbal communication skills.

*De dwa da dehs nye>s Aboriginal Health Centre has developed a compensation philosophy that will allow the organization to retain, motivate and develop talented people who share our values and contribute to our success.*