



Weeneebayko Area Health Authority
19 Hospital Drive
P.O. Box 664
Moose Factory, ON
POL 1W0
Canada

T: 705-658-4544
W: www.waha.ca

EMPLOYMENT OPPORTUNITY:

Title: Administrative Assistant - Human Resource & Education Departments
Division: People Experience
Affiliation: Non-unionized
Site: Moose Factory, ON
Reports to: Manager of Talent and Organizational Development
Status: Permanent Full-Time

Weeneebayko Area Health Authority (WAHA) is seeking experience candidate to fill the key role of **Administrative Assistant - Human Resource & Education Departments**

Life at WAHA

A beacon of healing, wellness, and innovation, WAHA connects remote communities with the care they deserve. With spellbinding views surrounding each site, team members bask in the tranquility of the land, juxtaposed against a bustling workplace busy addressing the complex needs of the region. Here, we work with purpose, knowing each action matters. Patients are neighbours, family, and colleagues. Each day brings a challenge- the good kind that stretches you, helps you grow, and makes you feel vital. These hurdles birth opportunities to problem solve, develop new skills, and explore new roles. Here, we step into a version of ourselves once forgotten, overshadowed by the daily grind, and rediscover a deep connection with ourselves, the land, and each other. Here, we experience work with wonder. **#WeAreWAHA**

What We Do

There has never been a more exciting time to be at WAHA. We are an integrated health system providing the full continuum of care to the six communities of the western James Bay coast with over 500 employees, physicians, and partners in care. As a health authority, you will work in a unique setting where you have the opportunity to care for patients in all phases of their life journey, in all areas of their health experience. From Primary, Acute, and Mental Health, Dental, Specialty Clinics, Population Health and the WAHA Paramedic Service, the opportunities for growth are boundless. We provide community-based programming in all six of our communities, have six paramedic bases, three hospitals, four emergency departments, one community health centre and a total of 72 beds. Our guiding goal is to be a centre of excellence in Indigenous and remote healthcare. To make this goal a reality, we have formed partnerships with other centres of excellence to remove barriers and eliminate the inequity of health services access that have long impacted the patients that we serve.

At WAHA, we are leading the way in health transformation. Come and immerse yourself in the local Cree culture, work with dedicated and passionate colleagues, and live in beautiful northern communities with amazing community members. Our mission is to provide optimum healthcare as close to home as possible. You can be part of this rewarding experience. Come and find your adventure in the north.

Who You Are

- Flexible and able to adapt to quickly changing environments
- Demonstrated ability to multitask and strong prioritization skills
- Excellent oral and written communication skills
- Proven customer service skills

What You'll Do

- Coordinates administrative functions for the department including the maintenance of internal protocols, tracking systems and administrative policies and procedures.
- Documents data surrounding education completion (both virtual and in-class) and shares with the appropriate stakeholder and leadership team members in a timely manner.
- Works within the HR and Education Team environment to ensure the team is kept apprised of changes, protocols, and communications from a variety of sources.
- Knowledge of the privacy requirements of the Personal Health Information Protection Act and the Health Care Consent Act

What You Bring

- Successful completion of secondary school
- Post-secondary education/training in a business or related health discipline, or diploma in office administration or business administration
- Training and experience working with computers, general office and reception duties
- Must be able to maintain strict confidentiality
- English is essential for this position
- Ability to communicate in the local native Cree language is an asset

Why Choose Us

- Hospitals of Ontario Pension Plan
- Group health, welfare, and Employee and Family Assistance Program Benefits
- Annual retention bonus, a northern living allowance, and vacation travel bonus (all pensionable earnings)
- Be part of an organization leading health transformation in the remote north
- Ability to work with a purpose, connected to an amazing community and culture, with opportunities to learn and grow

How to Apply

The successful candidate must provide a valid **Criminal Record Check** within a specified time frame.

Please apply in writing, providing three recent work references, quoting **Competition #2025-113** to:

Talent Acquisition
Weeneebayko Area Health Authority
P.O. Box 664
Moose Factory, ON P0L 1W0

- Resumes can be emailed to jobs@waha.ca or faxed to 705-658-4917
- For more information contact the HR team by email above
- Only those selected for an interview will be contacted
- This position will remain open till filled
- **Please be advised that in order to be eligible for employment at Weeneebayko Area Health Authority, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada**

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and Accessibility of Ontarians with Disabilities Act, 2005.