



Weeneebayko Area Health Authority

19 Hospital Drive
P.O. Box 664
Moose Factory, ON
P0L 1W0
Canada

T: 705-658-4544

W: www.waha.ca

EMPLOYMENT OPPORTUNITY:

Title: Document Management Assistant
Division: Corporate Services
Location: Hybrid & Remote
Reports to: Interpersonal Policy & Practice Consultant
Status: Casual

The **Weeneebayko Area Health Authority (WAHA)** is seeking an experienced professional to fill the key role of **Document Management Assistant**.

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

- Knowledge of corporate practices and processes and WAHA's mission, vision, and goals
- Strong organizational skills and ability to multi-task
- Excellent written and verbal communication skills
- Ability to maintain confidentiality; familiarity with Personal Health Information Protection Act (PHIPA), and other applicable privacy practices and legislation.

What You'll Do

- Photocopying, scanning, emailing, mailing, and faxing correspondence
- Updating controlled document information in Surge Learning Policy Professional as authorized by the Interprofessional Policy & Practice Consultant
- Prepare meeting agendas and book meetings for document management activities in collaboration with the Interprofessional Policy & Practice Consultant
- Establishes and maintains effective working relationships with members of the WAHA team

What You Bring

- Previous experience within a team environment. Volunteer experience and clinical placements are an asset
- Proven ability to respond to issues and deal with unclear situations and conflicting demands
- Excellent organization skills
- Some knowledge of significant regional healthcare priorities, initiatives, and issues
- Experience with the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint etc.) and/or Surge Learning

Join our Team

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 #2025-131** by no later than **Tuesday April 1st, 2025 at 12:00 noon** 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
- **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.*