



Medical Office Assistant – 104-25-4
Child & Youth Health, Wellbeing
Contract 12 months

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **June 18, 2025**, for the **Medical Office Assistant** with **Child & Youth Health, Wellbeing**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The Medical Office Assistant works under the direction and supervision of the Child & Youth Health Team Manager, Health Services, Six Nations Elected Council.

PURPOSE AND SCOPE OF THE POSITION

To provide administrative support for the clinical staff of Child & Youth Health Services. Support includes implementation and maintenance of processes that facilitate program delivery (individual services and group programming) while working within the administrative policies and procedures established for Six Nations Health Services.

Type	Contract 12 months
Closing Date	June 18, 2025
Hours of Work	35 hrs./week
Wage	Minimum \$25.44/hr

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Graduate of Post Secondary School in Medical Office Administration
- Two year of work experience in the field of health services reception – preferred
- High level of computer skills – Microsoft Office Word & Excel, Electronic Medical Record
- Strong organizational and time management skills.
- Strong interpersonal, verbal and written communication skills.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Understands the importance of Confidentiality. Ability to work with tact and discretion.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Sydney Lewis, Human Resources Business Partner at 519-445-2223 ext. 5755 or via email at hrrbp4@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Medical Office Assistant – Contract – 104-25-4

c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child & Youth Health Team Manager, Health Services, Six Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

To provide administrative support for the clinical staff of Child & Youth Health Services. Support includes implementation and maintenance of processes that facilitate program delivery (individual services and group programming) while working within the administrative policies and procedures established for Six Nations Health Services.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Provision of clinical support
 - Works with the Electronic Medical Record within established procedures
 - Processes new referrals
 - Preparation and maintenance of client files
 - Scheduling new assessments, rescheduling as required and communicating appointments dates, times and locations
 - Greeting and communicating with clients and community members
 - Types, files, distributes, photocopies, faxes, emails written materials necessary to maintain files
 - Maintains database of statistical information of clients for Child & Youth Health Services
 - Maintains clinical updates with related programs/services and outside agencies
 - Receives and processes referrals for other services initiated by the health care providers
 - Receives and processes initial assessment/discharge summaries and progress notes to Case Managers and other referral sources
- Provision of programming support:
 - Receives requests for participation in the community-based programming offered by the program
 - Maintains registration lists and participant needs for community-based group programming
 - Manages incoming memoranda, submissions, reports and other documents appropriately and efficiently
- Complies with established safety precautions and standards, infection control procedures for waiting area

2. Communications Functions:

- Attends staff meetings for Child & Youth Health Services
- Employs appropriate communication skills when interacting with participants, families and other staff
- Follows procedures for reporting hazardous conditions, equipment and incidents

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- Ensures privacy is maintained in accordance with relevant regulations
- Provides appropriate advocacy for participants and families when necessary
- Communicates regularly with the Child & Youth Health Team Manager and Clinical Lead

3. Administrative Functions:

- Types and distribute correspondence, minutes, letters and briefing notes as required
- Maintains schedules and coordinates meetings
- Manages orders for supplies and equipment
 - Tracks materials, supplies and equipment orders pending and completed
 - Maintains and ensures orders for clinical supplies are completed monthly
 - Maintains and ensures orders for office supplies are completed monthly
 - Ensures orders are completed in a timely fashion and works with Administrative Assistant to maintain records of accounts
 - Assists in opening and maintaining accounts with suppliers

4. Other Functions:

- Performs other job-related duties as may reasonably be required by the Child & Youth Health Team Manager
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Working has a high profile, extensive public contact and is subject to deadlines and interruptions.
- Work may at times be subject to unscheduled hours and out of office sessions.

WORKING RELATIONSHIPS:

With the Child & Youth Health Program Supervisor

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Program Staff

Receives direction, guidance, discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Graduate of Post Secondary School in Medical Office Administration
- Two year of work experience in the field of health services reception – preferred
- High level of computer skills – Microsoft Office Word & Excel, Electronic Medical Record
- Strong organizational and time management skills.
- Strong interpersonal, verbal and written communication skills.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

Other Related Skills:

- Relate effectively with people of all ages and their families/caregivers
- Strong organizational skills and, able to work independently and work cooperatively with other service providers.
- Strong interpersonal, verbal and written communication skills. Experience with Electronic Medical Records.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.