



**Opaskwayak Health Authority  
Beatrice Wilson Health Centre  
Admin Support Clerk-Home Care (Term)**

Opaskwayak Health Authority is seeking a qualified individual to fulfill the term role of **Admin Support Clerk** in the Home Care Program.

**Job Summary**

Reporting to the RN Case Coordinator-Home Care, the Admin Support Clerk is responsible for client reception & / or general administrative & program support. The Admin Support Clerk follows OHA policies & procedures; works in a multi-disciplinary team & may assist with other duties within the scope of the department.

**Position Requirements:**

- Grade 12 or GED equivalent
- Certificate / Diploma – Office Assistant or equivalent
- 2 years of experience (preferred); 1 year of experience (required)
- Knowledge of standard office equipment
- Proficiency in Microsoft Word, Excel, Outlook
- Satisfactory employment record including attendance at work
- Criminal record check

**Closing Date:** Open Until Filled

**Applications Must Include:**

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (colleague, supervisor or manager) – or – contact information for same (include position / title, current place of employment, phone number & email)
- **Criminal record check & child abuse registry checks** (or indication that they have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to interview without the above information. To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

**Carol Buchberger, Human Resource Manager**

Opaskwayak Health Authority

Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0

Email: [carol.buchberger@ocnhealth.com](mailto:carol.buchberger@ocnhealth.com)

Please mark all correspondence "**CONFIDENTIAL**"

Please note that only those selected for an interview will be contacted.