



## Opaskwayak Health Authority Beatrice Wilson Health Centre Jordan's Principle Dispatcher (Term)

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **Jordan's Principle Dispatcher** in a term position.

### Job Summary

Reporting to the Jordan's Principle (JP) Services Coordinator, the JP Dispatcher is responsible for medical transportation & general administration. The JP Dispatcher works in a multidisciplinary team & may be called upon to assist with other duties within the scope of the program.

### Position Requirements:

- Grade 12 or GED equivalent
- 1 year related experience (preferred)
- Knowledge of standard office equipment
- Proficiency in Microsoft Word, Excel, Outlook
- Satisfactory employment record including attendance at work

**Closing Date:** September 18, 2018 at 4:00pm. No late submissions will be accepted.

### 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** (or indication that it has 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 A. 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.