



Summary

Nookomisnaang Attendant is responsible for a safe environment; ensuring care duties are completed according to minimal standards; preparing and maintaining administrative duties, promoting a supportive, respectful and harmonious team environment.

Responsibilities

1. Ensure that all rules and regulations are respected.
2. Complete client "in" and "out" sheets.
3. Prepare and complete daily shift reports.
4. Respond to crisis situations.
5. Answer telephones and record messages.
6. Participate in staff training.
7. Maintain **CONFIDENTIALITY**.
8. Be prepared to make responsibility decisions on shift and follow through accordingly.
9. Security monitoring i.e. ensure all doors and windows are secure, cameras working, etc.
10. Follow the policy and procedures of NOOKOMISNAANG AND Wikwemikong Unceded Territory Personnel.
11. Follow the Mission and Vision Statement of NAANDWECHIGE-GAMIG Wikwemikong Health Centre.
12. Be able to work flexible shift shifts.

Qualifications

- Minimum High School Diploma.
- Work experience in Social Work.
- Must demonstrate team work and leadership skills.
- Knowledge of Aboriginal Language and culture is an asset.
- Driver's License an asset.

Interested applicants **MUST** submit: 1) A cover letter; 2) Updated resume; 3) Photocopy of certificates/diploma/degree from a post-secondary institution, and 4) Contact information (email, phone number) of 2 work related references.

Nookomisnaang Attendant
NAANDWECHIGE-GAMIG Wikwemikong Health Centre

Attention: Melissa Roy
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Wikwemikong, Ontario POP 2J0

Telephone: 705.859.3164

Fax: 705.859.3300

Email: melissaroy@wiikwemkoong.ca

Deadline: Until Position is Filled

Late or incomplete applications will not be considered and we appreciate your interest.
Preference will be given to Indigenous People.