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## Employment Opportunity - Clinical Assistant

**Job Summary**:

As a team member within the Community Collaborative Care Circle, the successful candidate will provide day to day client care support and administrative assistance. The program will build upon the existing strength and services of the Community wellness programs including Mental Health and Addictions, Community Health, Home and Community Care and the Assisted Living facility.

**Job Duties:**

As part of the health team, the candidate will:

* Be involved with service delivery within the community wellness programs
* Under guidance of the Nurse Practitioner, perform routine medical procedures as appropriate

**Qualifications:**

Education

* College Diploma – Health Related Program
* Certification from an accredited health program approved by the Ministry of Training, Colleges and Universities

Experience, Knowledge and Skills

* Experience working in a medical/community health setting (minimum 2 years)
* Experience working with Aboriginal people in a community-based health care setting and awareness of and sensitivity to Aboriginal history, cultures and traditions.
* Experience working as a clinical assistant and /or a willingness to learn the appropriate skills
* Excellent clerical/computer/reception/administrative skills

**Application to include**: Cover letter, resume and three letters of reference.

**Please submit your application to:**

Kettle & Stony Point Health Services

Attention: Health Director

A-6275 Indian Lane, KSPFN, ON, N0N 1J1 Fax: 519-786-4541

Only candidates selected for an interview will be contacted. The successful candidate must provide a Police Record Check – Vulnerable Sector, be willing to sign a background check consent form, and follow the Chippewas of Kettle & Stony Point Employment Manual.

Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants as per Section 16(1) of the Canadian Human Rights Act

**Deadline:** All applications must be received by **4 PM on Thursday, April 27, 2017.**