



WEENEEBAYKO AREA HEALTH AUTHORITY

Human Resources Department

P.O. Box 664, Moose Factory, Ontario P0L 1W0

Tel: 705-658-4544

Fax: 705-658-4917

EMPLOYMENT OPPORTUNITY:

Position: IRS Transportation Coordinator
Site: Medical Transportation
Division: Corporate Services
Reports to: Supervisor of Medical Transportation
Status: Permanent Full-Time

The Weeneebayko Area Health Authority (WAHA) is looking for an experienced professional to fill the key role of **IRS Transportation Coordinator**.

The Organization

Weeneebayko Area Health Authority (WAHA) is the leading health care provider on the western James Bay coast. WAHA comprises of hospitals in Moose Factory, Fort Albany, and Attawapiskat, with a Health Centre in Moosonee. WAHA also provides regional outpatient programs, as well as Paramedicine services in Moose Factory, Moosonee, Fort Albany, Kashechewan, Attawapiskat, and Peawanuck. The span of services, complexity of care needs in the region, and the depth of health integration has made WAHA a leader and a model of health care services in Northern Ontario. WAHA consists of 450 employees, a Physician team, many students, as well as community stakeholders. It is affiliated with Queens University and offers many educational opportunities for current and prospective team members.

Position Profile Requirements:

- Flexible and able to adapt to quickly changing environments
- Demonstrated ability to multitask and strong prioritization skills
- Excellent oral and written communication skills
- Proven customer service skills

Key Responsibilities:

- Working with clients to ensure travel is booked in and out of the region
- Interpretation of NIHB/IRS policies and guidelines
- Developing partnerships with Health Canada and related colleagues to ensure the effective execution of NIHB programs and initiatives

Qualifications/Experience:

- Two years' experience in an administrative role
- Ontario Secondary School Diploma required
- Diploma in Business Administration or a related discipline preferred
- Knowledge of the Weeneebayko region and it's community health services

How to apply:

The successful candidate must provide a valid **Criminal Record Check** within a specified time frame

Please apply in writing, providing three recent work references, quoting Competition #2019-001 by 12 noon on Thursday, January 17th 2019 to:

**Human Resources
Weeneebayko Area Health Authority
P.O. Box 664
Moose Factory, ON P0L 1W0**

- Resumes can be emailed to jobs@waha.ca or faxed to 705-658-4917
- For more information contact the HR team by email above
- Only those selected for an interview will be contacted

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and Accessibility of Ontarians with Disabilities Act, 2005.

Posting: Jan. 10th, 2019