



**Weeneebayko Area Health Authority**  
19 Hospital Drive  
P.O. Box 664  
Moose Factory, ON  
P0L 1W0  
Canada

T: 705-658-4544  
W: [www.waha.ca](http://www.waha.ca)

## EMPLOYMENT OPPORTUNITY:

**Position:** Administrative Assistant – Clinical Nutrition  
**Site:** Weeneebayko Area Health Authority  
**Division:** Patient Care  
**Reports to:** Clinical Dietitian  
**Status:** Permanent Part-time

**Weeneebayko Area Health Authority (WAHA)** is seeking an experience candidate to fill the key role of **Administrative Assistant - Clinical Nutrition**

### 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:

- Demonstrated ability to work independently and within a multidisciplinary team
- Strong interpersonal communication skills
- To interact with clients and co-workers in a positive, supportive and culturally relevant manner
- To work with high efficiency and output under minimal supervision

### Key Responsibilities:

- Records and maintains up-to-date database of all clients seen and waiting to be seen
- Prioritizes referrals and maintains a record of when clients are due for follow-up appointments and books with dietitian.
- Maintains a record of missed and/or cancelled appointments and ensures the appointment is rebooked.
- Liaises with various community health service providers to coordinate community visits.
- Books and coordinates coastal clinics (contact nursing stations, arrange accommodations, travel/flights etc.).
- Works with Telehealth department to arrange OTN sessions.
- Gather statistics for reports as directed by the dietitian.
- Protects the confidentiality of all information.
- Maintain charts and file medical information in patient's charts.
- Plans, organizes and establishes priorities based on needs and scheduled activities and adjusts priorities and activities in response to unanticipated events.
- Provides general administrative support.
  - Answer phone calls and e-mail requests regarding the program
  - Send out appointment notifications
  - Provide reminder calls to patients of their appointments
  - Maintains adequate office supplies for daily needs/necessary supplies
  - Faxing, photocopying, scanning (i.e. invoices, referrals)

### Qualifications/Experience:

- Mandatory certification in BLS, Reliable and cooperative, effective interpersonal relationships
- Significant past experience in administrative role
- Ability to communicate in the local native Cree language is an asset

### How to apply:

The successful candidate must provide a valid **Vulnerable Sector Screen Check** within a specified time frame.

Please apply in writing, providing three recent work references, quoting Competition **#2021-185** to:

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

Posted: October 25, 2021

- This competition will remain open till a suitable candidate is hired
- Resumes can be emailed to [jobs@waha.ca](mailto: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.