



**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:** Program Support Assistant – Minomathasowin “Healthy Living”  
Public and Population  
**Site:** Moosonee  
**Reports to:** Minomathasowin Director  
**Status:** Full Time Term

The Weeneebayko Area Health Authority (WAHA) is seeking an experienced professional to fill the key role of Program Support Assistant.

### 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:

- Strong organizational skills and ability to multi-task
- Excellent written and verbal communication skills
- Knowledge of corporate practices, theories and processes
- Must be an enthusiastic and energetic team player who works collaboratively
- Knowledge of James and Hudson’s Bay culture and history

### Key Responsibilities:

- Provides a variety of departmental meeting logistics, administrative functions for office management systems and procedures.
- Coordinates scheduling within the department
- Organizes and maintains program records to ensure easy retrieval of information including both electronic and paper-based records.
- Ensures constructive work ethics and values that reflect the needs of the organization

### Qualifications & Experience:

- Post-secondary education/training in a business or related health discipline, or diploma in office administration or business administration
- Valid “G” class Driver’s License
- Must be able to travel within the service region
- Advanced proficiency with Microsoft office suite applications

### 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 #2024-020** to:

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

- 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
- This position will remain open until filled
- **Please be advised that in order to be eligible for employment at Weeneebayko Area Health Authority, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada**