



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

EMPLOYMENT OPPORTUNITY:

Position: Pharmacy Assistant
Division: Patient Care
Site: Moose Factory
Reports to: Director of Clinical Resources
Status: Permanent Full Time

Weeneebayko Area Health Authority (WAHA) is looking for an experienced professional to fill the key role of **Pharmacy Assistant**.

Who We Are

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.

Who You Are

- Flexible and able to adapt to quickly changing environments
- Demonstrated ability to multitask and strong prioritization skills
- Excellent oral and written communication skills
- To perform technical/clerical duties related to providing drugs to clients
- Assist with the pharmacist and staff in providing pharmaceutical care within the hospital

What You'll Do

- Ensuring the inventory levels are appropriate, while maintaining good turnover.
- Operate with the remote pharmacist model and identify the drug, dose, amount to be dispensed and pouring it before it is checked by another technician and distribute it to the wards.
- Purchasing, receiving, and distributing pharmaceutical items and mail according to established policies and procedures, as well as acts and regulations
- Perform requisite accounting procedures for the pharmacy.
- Limit access to pharmacy personnel, or Clinical Support Services Manager, maintain good public relations.

What You Bring

- Successful completion of secondary school, Preference will be given to graduates of a Pharmacy Technician program
- Knowledge of basic pharmacy principles, Pharmacy experience an asset
- Training and experience in inventory control procedures, shipping and receiving
- Knowledge of general office procedures and the operation of basic computer programs
- English is essential for this position
- Ability to communicate in the local native Cree language is an asset

Join our Team

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 #2024-225** 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
- This position will remain open till 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**

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.

Posted August 26, 2024