



ONEIDA NATION OF THE THAMES
ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING (2nd posting)

Position: Medical Transportation Assistant **Department:** Health Services
Wage Range: \$17.00 per hour **Term:** Permanent – Part Time
Hours: 21 hours/ week, Wednesday – Friday, 8:30 am to 4:30 pm

Posting Date: September 13, 2019

Closing Date: Sept 27, 2019, by 4:30 pm

SUMMARY:

Under the direct supervision of the Medical Transportation Coordinator, the Medical Transportation Assistant will be responsible for data entry, filing, incoming/outgoing correspondence, trip summaries, duties in the absence of the coordinator, and scheduled coverage of the Health Centre reception desk.

QUALIFICATIONS:

1. Minimum Grade 12, GED or equivalent, required;
2. One (1) year experience working in an office, asset;

Conditions of Employment:

1. The successful candidate will submit copies of all applicable educational qualifications (certificates, diplomas, degrees), prior to starting employment.
2. The successful candidate will submit a CPIC, prior to starting employment, at own expense.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter, resume, three (3) Supervisor work related reference (names, titles, and telephone numbers only);

Interested applicants, please submit all mandatory documentation in a sealed envelope to the following:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR
Fax (519) 652-2930

- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

NOTE: All applicants are urged to obtain a full job description, by contacting the Human Resources Department at 519-652-3244.

“People of the Standing Stone”