



Job Posting – Internal/External

POSITION: Administrative Assistant

SHIFT: Monday to Friday 9:00am – 5:00pm

SALARY: \$30 hourly (Full time)

Start: May 2024

Location: Auduzhe Mino Nesewinong (Place of Healthy Breathing) - Indigenous Primary Care Health Clinic, 22 Vaughan Road /City of Toronto

Na-Me-Res (Native Men's Residence) located in Toronto, is a diverse, multi-service organization. Through a culture-based approach that addresses the holistic needs of its clients, Na-Me-Res' mission is to provide temporary, transitional and permanent housing to Indigenous men experiencing homelessness in Toronto, while providing outreach and support services to the broader Indigenous homeless population.

MAIN FUNCTION: The Administrative Assistant position is intended to support the on-site team at Auduzhe Mino Nesewinong in creating a welcoming, supportive and culturally safe space for First Nations, Inuit and Metis (FNIM) community members, and to develop and provide supports.

Auduzhe Mino Nesewinong (*Place of Healthy Breathing*) is an evolving Indigenous Interdisciplinary Primary Care Team that began through a partnership with Native Men's Residence, Call Auntie Clinic, and Well Living House, as a response to the disparities affecting the FNIM population during the COVID-19 pandemic. The ongoing gaps in access to culturally safe and effective wholistic primary care leave more than 24,000 FNIM without a provider, subsequent gaps in preventative care, and a higher burden of disease and mortality. As a result, Auduzhe has been advancing to include vaccination, preventative, episodic and primary care to aim to meet the voiced needs of the community. Over the past 3 years, Auduzhe has been at the forefront of developing and delivering culturally safe access to urgent health and social supports, testing, contract tracing, case management and access to treatment with a small team and even smaller budget. Auduzhe focuses on disease prevention, vaccines across the lifespan, health promotion, wholistic care, and data sovereignty, through outreach partnerships, home visits, and on-site healing.

Working under the guidance and direction of the Clinic Coordinator, Director of Operations and Medical Director, the administrative assistant will be responsible for activities involved in the following:

- Perform general office duties, e.g., answer clinic phone/respond to emails, files and maintains documentation.
- Monitors and supports Auduzhe Mino Nesewinong social media accounts.
- Coordinate meetings, manage meeting minutes and agendas.
- Coordinate the daily administrative activities at Auduzhe, which includes scheduling community members for appointments, calling for follow up appointments etc.



- Maintain client confidentiality and privacy.
- Collect and enter data and necessary information for reports and site operations.
- Keep supplies ready by inventorying stock, placing orders, and verifying receipts.
- Perform other related duties as defined by the Clinic Coordinator, Director of Operations and Medical Director

Qualifications

- College certificate, undergraduate degree in relevant health or social services field or equivalent relevant lived or work experience
- Demonstrated and exceptional ability to engage and build relationships with diversity of FNIM individuals and agencies in a respectful and strength-based manner.
- Able to handle confidential information with discretion.
- Able to complete required reports, including computer data entry
- Experience with trauma-informed care; able to communicate with clients in a professional, empathetic, and culturally safe manner.
- Experience with Indigenous community-based service and/or research models, experience in dealing with or knowledge of the Indigenous health, and experience with Indigenous community dissemination strategies;
- Strong communication (verbal/written) and interpersonal skills
- Ability to work independently and as part of a team
- Strong organizational skills, attention to detail, and ability to manage multiple tasks in a timely manner and flexibility to adapt to changing workload
- **Proof of COVID-19, MMR, Hepatitis B, Influenza, TDAP and Varicella vaccination**

We encourage Indigenous applications (First Nation, Métis, Inuit). We thank all applicants however only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

Closing Date: Open until filled.

A resume, cover letter, and references can be sent to:

Human Resources 26 Vaughan Road, Toronto, ON M6G 2C4

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