

JOB OPENING: Medical Administrator Vacancy, Full Time Contract

Medical Administrator

Contract: October 2025 – March 2026 with the possibility of extension

Location: Noongwa Wellness, Neyaashiinigmiing / Hybrid

Salary: \$45,000/year (35 hrs/week)

Deadline to apply: Until filled

To apply: info@greybruceoht.ca

Noongwa Wellness is a newly established Indigenous Primary Health Care organization rooted in community, culture, and wholistic wellness. We complement existing services by providing wholistic, community-based primary health care that supports the physical, emotional, mental, and spiritual well-being of clients. We are seeking a Medical Administrator to support the launch and daily operations of our clinic. This is a key position in a small team environment. The ideal candidate is independent, organized, and committed to building strong, respectful relationships with clients and the local community.

ESSENTIAL RESPONSIBILITIES

- Serve as the first point of contact – greeting, onboarding and supporting clients in a culturally welcoming and trauma-informed way
- Triage calls, manage booking and scheduling, and coordinate referrals and follow-ups
- Maintain accurate electronic medical records (Telus Health PS Suite), scan/upload documents, and process medical correspondence
- Maintain confidentiality, privacy standards and professionalism across all interactions
- Respond to requests from the public, external collaborators and other contacts in an efficient and pleasant manner to support integrated care
- Support administrative start-up and ongoing responsibilities, including but not limited to inventory, equipment, reporting, and data management.
- Occasionally assist with organizing workshops or community outreach initiatives
- Act as an ambassador of Noongwa Wellness by building positive relationships with the local community and responding to community feedback to improve services
- Other administrative tasks as required to support physician and allied health in a start-up primary care setting

QUALIFICATIONS

- Medical Office Administration Certificate or equivalent experience
- 3+ years in a fast-paced clinical or health care setting
- Familiarity with Indigenous health contexts, cultural safety, community-based care
- Proficiency with Telus Health PS Suite, MS Office, and clinical management software
- Understanding and ability to use medical terminology
- Excellent communication, organization, time management, and multitasking skills
- Strong problem-solving skills, ability to use sound judgment;

- Interpersonal skills, diplomacy and discretion, excellent telephone manner
- Ability to manage sensitive information with discretion and uphold privacy/confidentiality
- Valid driver's license and access to reliable transportation
- Current/ability to obtain clean Vulnerable Sector Criminal Reference Check
- Open to continuous learning including cultural teachings, traditional knowledge & protocols.

We strongly encourage applications from members of the Chippewas of Nawash Unceded First Nation, and from Indigenous and non-Indigenous individuals who share a commitment to culturally safe, community-rooted care.

Miigwech! We thank all applicants for their interest; only those selected for interviews will be contacted.