

Administrative Assistant - ANHP OHT Supportive Patient Attachment
1 Full-Time Temporary position available

The **Sunset Country Family Health Team (SCFHT)** is excited to invite applications for a new temporary position at our Kenora office. We are seeking an enthusiastic and motivated individual to join our team and contribute to delivering high-quality, patient-centered care.

As part of Ontario's Primary Care Action Plan to connect every resident with a primary care provider, the Administrative Support role will provide essential clerical and organizational assistance to the Patient Attachment Coordinator and the All-Nations Health Partners Ontario Health Team (ANHP OHT). This position ensures smooth operations for patient attachment processes by managing documentation, scheduling, and data entry, supporting the overall goal of connecting patients to primary care providers.

Duties and responsibilities

- Provide administrative support to the Patient Attachment Coordinator, including scheduling meetings, preparing agendas, and recording minutes.
- Assist with maintaining accurate patient records and updating electronic medical records (EMRs) as directed.
- Support data reconciliation between Health Care Connect and local EMR systems.
- Prepare and organize reports, briefing notes, and correspondence related to patient attachment activities.
- Respond to inquiries from patients and providers, directing them to the appropriate resources or personnel.
- Track and monitor progress on attachment activities and maintain organized filing systems.
- Coordinate logistics for bi-weekly and ad hoc meetings with partner organizations.
- Ensure confidentiality and compliance with privacy regulations in all administrative tasks.
- Other responsibilities as required.

The successful applicant will have the following qualifications/experience:

- Post-secondary education in office administration, health administration, or in a related field preferred.
- Proficiency in TELUS PSS is an asset
- Experience in administrative support within a health care or community setting is an asset.
- Proficiency in Microsoft Office Suite and comfort with electronic medical record systems.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities and work collaboratively in a team environment.
- Experience working with Indigenous communities is an asset.

Benefits and Work Schedule: We offer a competitive compensation package, including:

- Competitive Compensation Package
- Salary \$53,987
- Full-time equivalence is 1,664 hours per year (32 hours per week),
- Group Benefits & HOOPP pension
- Starting at 20 vacation days per year, 3 personal days per year

Those interested in this exciting and challenging career with the **SCFHT** are invited to forward a cover letter with a detailed resume, including references, by email to:

The deadline for applications is **March 24, 2026, at 12 pm CST**
Hiring Committee at sevenden@scfht.ca

We thank all applicants for their interest. However, only those candidates, s who are granted an interview will be contacted.