



# Keewatinohk Inniniw Minoayawin Inc.

Northern Peoples' Wellness

Employment Opportunity  
**Medical Office Assistant**  
Minoayawin Mobile Outreach Program  
Based in Thompson, MB  
1 Full Time Vacancy

The KIM team invites applicants to apply for an exciting opportunity to join our Minoayawin Mobile Outreach Program as a Medical Office Assistant!

The Minoayawin Mobile Outreach Program (MMOP) is a bundle of services that are provided to the unhoused residents of Thompson. It is a place where they can receive trauma informed, low to no barrier health care, that is grounded in anti-Indigenous specific racism approaches that honor and give equal validity to Indigenous ways of knowing. The overall aim is to promote physical, emotional, mental, and spiritual healing in ways that ensure respect and dignity of unhoused community members living in Thompson Manitoba and surrounding First Nation communities.

In this new and innovative program, Keewatinohk Inniniw Minoayawin strives to offer integrated primary care and allied health services, Elder-led cultural care, food as Medicine, and a range of specialized programs. The successful candidate will support and will be part of a multidisciplinary team to provide both outreach-based services and clinic based physical, emotional, mental, and spiritual wellness and harm reduction services. These services will be delivered in a way that give equal validity to both Indigenous and Western knowledge bases and practices and these services will be strength-based, trauma-informed, person-centered, and grounded in Indigenous harm reduction. Our goal is to contribute to a health system that is accessible, free of Indigenous specific racism and truly meets the needs and desires of the unhoused community members of Thompson and surrounding communities.

#### **Job Summary:**

The Medical Office Assistant (MOA) is an integral part of the MMOP team, working directly with the Program Director and multidisciplinary care team to deliver outreach-based primary care and anti-Indigenous racism care within the Thompson community. This program is delivered through our mobile clinic (van), and a clinic space at the Wellbriety Center whereby the MOA's role is to establish and maintain positive and engaging relationships with folks in Thompson, perform medical office duties (such as referrals, maintaining clinical and non-clinical supplies, and updating Electronic Medical Records), work collaboratively with program partners and members to deliver care, and perform other logistical and support duties.

The ability to speak one of the northern First Nations languages is desirable. Preference will be given to a candidate with roots to a northern First Nation community.

#### **The successful candidate will possess the following qualifications:**

- Completion of Medical Office Assistant/Administrator course, and/or some relevant education, training, and/or experience.
- Experience in an environment that ideally serves Indigenous community members and/or communities with multiple barriers to health and wellness equity. (e.g., outreach, housing support, community services).
- Ability to work both independently and collaboratively and maintain good working relationships within the team and with community partners.
- Ability to communicate effectively, both verbally and in writing.
- Experience with Microsoft Office (Excel, Word, Teams) and Outlook
- Ability to perform tasks such as restocking supplies, unpacking orders, arranging, and organizing supplies.
- Demonstrated commitment to culturally safe, trauma-informed, member-centered, harm reduction, and recovery-oriented practices.
- Knowledge of the First Nations Peoples and First Nations culture is desired.

#### **The following are considered conditions of employment:**

- Must be able to lift and carry 10-25lbs and be comfortable walking and standing for increments of up to 20 minutes.
- Satisfactory criminal record/vulnerable persons/child abuse registry checks will be required.
- Must be able to travel on occasion, with appropriate notice, by air, land, and boat.
- Employee must be eligible to work in Canada.

For more information or to join our growing team of experts, please submit your resume and cover letter to Trenton Schreyer at [trenton.schreyer@kiminoayawin.com](mailto:trenton.schreyer@kiminoayawin.com)  
Applications will be accepted by email until **Monday April 14th, 2025, at 4:30pm.**

Established in January 2020, Keewatinohk Inniniw Minoayawin (KIM) is a northern First Nations-led aggregate health organization that will work to transform health and wellness services and improve health outcomes for First Nations people. We offer a competitive compensation and benefits structure, and opportunity for advancement.

