Keewatinohk Inniniw Minoayawin Inc.
Yathe Hotsį Dene ʔ Edenąkaneļnį
Northern Peoples' Wellness

Employment Opportunity

Medical Office Assistant (2 Positions)

Pediatrician and Clinical Health Psychology Program

Hybrid – Winnipeg Office and Northern Manitoba First Nations

Salary range to be confirmed

The K.I.M. team invites applicants to apply for the following exciting opportunity!

Keewatinohk Inniniw Minoayawin Inc. is a First Nations-led health transformation organization supporting northern Manitoba First Nations in achieving health sovereignty, improving access to care, addressing gaps in services, and creating racism-free, equitable and culturally safe health systems.

Reporting to the Youth and Child Wellness Lead, the Medical Office Assistant takes a team, family, and First Nation approach to supporting culturally safe service delivery for First Nations children, youth, and families. This compassionate and highly organized role provides administrative, clinical, and logistical support to KIM's Pediatricians and Clinical Psychology teams, including support for clinics, referrals, clinical spaces, documentation, virtual appointments, and timely patient and family flow.

This position requires regular travel to northern Manitoba First Nations to support mobile, community-based, hybrid, and virtual service delivery. The ideal candidate will bring strong medical office and patient service skills, sound judgment, and a deep commitment to anti-racism, cultural safety, trauma-informed care, and First Nations health sovereignty. The ability to build respectful relationships with children, families, community-based staff, nursing stations, schools, Jordan's Principle supports, and interdisciplinary care providers is essential.

Qualified First Nation candidates will be given preference.

The Medical Office Assistant will be responsible to:

- Travel to northern First Nation communities in Manitoba to provide administrative, clinical, and onsite support to Pediatricians and Clinical Health Psychology teams.
- Prepare exam and interview spaces, organize charts, forms, screening tools, supplies, and mobile clinic materials, and support efficient patient and family flow during clinics.
- Assist with registration processes, gather and confirm demographic and clinical information, and ensure documentation is complete and ready for provider review.
- Maintain accurate and confidential patient records, referral logs, wait lists, and service statistics in accordance with PHIA, organizational policy, and program requirements.
- Support referrals, diagnostic testing, specialist appointments, and case-related communication with families, nursing stations, schools, Jordan's Principle supports, and external providers as appropriate.
- Provide administrative support for clinical correspondence, referral packages, provider templates, reports, and travel-related documentation.
- Set up and support virtual or hybrid appointments when required, including distributing meeting details and preparing documents.
- Monitor clinical and office supply inventories and help coordinate shipping, transport, and logistical arrangements for clinics.
- Build strong, respectful relationships with children, caregivers, community health staff, and partner agencies while contributing to a welcoming, culturally safe clinical environment.
- Perform other related administrative and clinic support duties as assigned to support high-quality, accessible care.

The successful candidate will possess the following qualifications:

- Medical Office Assistant Diploma or higher; additional post-secondary education in health administration, medical clinic operations, or a related field is considered an asset.
- Minimum of two to three years of recent experience in a medical office, community clinic, hospital outpatient setting, or other healthcare environment supporting patients and clinicians.
- Experience working with northern First Nation communities is considered an asset.
- Demonstrated experience with appointment scheduling, patient registration, referrals, provider correspondence, and confidential medical records management.
- Strong knowledge of medical terminology.
- Experience using electronic medical records and Microsoft Office applications, including Word, Excel, Outlook, and Teams.
- Excellent organizational, time management, and coordination skills, with the ability to manage competing priorities in a fast-paced and evolving environment.
- Strong interpersonal and communication skills, including the ability to work respectfully with children, families, community-based staff, and interdisciplinary teams.
- Demonstrated understanding of confidentiality, privacy obligations, and culturally safe, trauma-informed service delivery.

- Ability to work independently and collaboratively, exercise sound judgment, and adapt to community-based and service settings.
- Current PHIA training or the ability to obtain it promptly upon hire.
- Current First Aid/CPR certification or the ability to obtain it within a reasonable period after hire.
- The ability to speak an Indigenous language such as Cree or Dene, and lived connection to a northern First Nation community, are considered strong assets.

The following are considered conditions of employment:

- Must be able to travel regularly, at minimum two weeks per month, to northern Manitoba First Nations, including multi-day clinics, by land, boat, and air.
- Satisfactory criminal record, vulnerable persons, and child abuse registry checks will be required.
- Successful completion of Personal Health Information Act training will be required.
- Valid Class 5 Manitoba driver's licence.
- Ability to lift, carry, and move clinic supplies, equipment, records, and materials weighing up to 50 lbs. as required.

This position works in a hybrid environment across KIM's Winnipeg office, northern Manitoba First Nation communities, and virtual service settings. Work involves regular collaboration with families, nursing stations, community health staff, schools, external care providers, and internal KIM teams, with frequent adaptation to changing clinic schedules, travel logistics, weather and road conditions, and community needs.

For more information or to join our growing team of experts, please submit your resume and cover letter to Human Resources at hr@kimhealth.ca Applications will be accepted by email and will be reviewed on **September 14th, 2026, at 4:30pm. This opportunity will continue to remain open until filled.**

Established in December 2019, Keewatinohk Inniniw Minoayawin (K.I.M.) 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. K.I.M. offers eligible employees a highly competitive and comprehensive benefits package, complemented by participation in the Healthcare Employees' Pension Plan (HEPP) — a defined benefit pension plan that provides predictable, secure monthly retirement income based on earnings and years of credited service, with employer-matched contributions.