



Keewatinohk Inniniw Minoayawin Inc.

Northern Peoples' Wellness

Employment Opportunity

Medical Office Assistant

Minoayawin Mobile Outreach Program

Thompson, Manitoba

Salary range: \$56,018 to \$66,661 annually, plus comprehensive benefits and pension

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.

The Minoayawin Mobile Outreach Program (MMOP) provides a bundle of services to unhoused residents of Thompson and surrounding First Nations. The program offers trauma-informed, low- to no-barrier health care grounded in anti-Indigenous racism approaches that honour and give equal validity to Indigenous ways of knowing. MMOP promotes physical, emotional, mental, and spiritual healing in ways that uphold the respect and dignity of unhoused community members living in Thompson, Manitoba, and surrounding First Nation communities.

Reporting to the Minoayawin Mobile Outreach Program Lead, the Medical Office Assistant will be an integral member of the multidisciplinary MMOP team. Working from the mobile clinic van and clinic space at the Wellbriety Centre, the Medical Office Assistant will build positive and engaging relationships with community members, perform medical office and logistical duties, coordinate with program partners, and support outreach-based primary care, wellness, and harm reduction services in Thompson.

The successful candidate will provide culturally safe, kind, empathetic, trauma-informed, person-centred support and help ensure MMOP services give equal validity to Indigenous and Western knowledge and practices.

Qualified First Nation candidates will be given preference.

The Medical Office Assistant will be responsible to:

- Establish relationships with members and provide culturally safe, kind, and empathetic support.
- Greet and check in members, manage the sequence of visits, submit lab requisitions, investigations, and prescriptions, and book follow-up appointments.
- Manage Accuro Electronic Medical Records and perform clerical duties to arrange care for members accessing the Mobile Outreach Program.
- Coordinate and communicate with program partners to deliver services at various sites throughout the community.
- Maintain, organize, and restock medical, clinical, Indigenous health, harm reduction, non-clinical, and other supplies for the mobile clinic van and program.
- Support primary care providers, the Knowledge Keeper, Social Worker, Indigenous Peer Support Workers, and other multidisciplinary team members.
- Conduct outreach, engage with community members and families, and facilitate the flow of members accessing services.
- Manage and operate program equipment, including digital devices.
- Distribute harm reduction and other supplies, including food and clothing, and support referrals and connections to community services.
- Maintain accurate Sakhiwewin Program employee time and attendance records, including hours worked, absences, approved leaves, and schedule changes.
- Review timesheets and attendance submissions for completeness and accuracy, follow up on missing information or discrepancies, and support timely approval.
- Compile and submit approved time and attendance information according to payroll deadlines while maintaining organized and confidential records.
- Assist program leadership with attendance summaries, staffing schedules, and tracking vacation, cultural leave, sick leave, and other approved absences.
- Perform other duties as required.

The successful candidate will possess the following qualifications:

- Completion of a Medical Office Assistant or Medical Office Administrator course, or an equivalent combination of relevant education, training, and experience.
- At least one year of experience in an outreach, housing support, community service, or similar environment, ideally serving Indigenous community members or communities experiencing multiple barriers to health and wellness equity.
- A strong desire to work with residents of Thompson and provide exceptional service.
- Ability to work independently and collaboratively and maintain effective working relationships with team members and community partners.
- Effective verbal and written communication skills.

- Ability to restock supplies, unpack orders, and arrange and organize materials.
- Demonstrated commitment to culturally safe, trauma-informed, member-centred, harm reduction, and recovery-oriented practices.
- Knowledge of First Nations peoples and cultures is desired.
- The ability to speak a Northern First Nations language is considered an asset.

The following are considered conditions of employment:

- Must be able to lift and carry 10–15 lbs. and be comfortable walking for periods of up to 20 minutes.
- Satisfactory criminal record, vulnerable persons, and child abuse registry checks will be required.
- Must be able to travel occasionally, with appropriate notice, by air, land, and boat.
- Must possess and maintain a valid Manitoba driver's licence.
- Must successfully complete Personal Health Information Act training.
- Must be eligible to work in Canada.
- Must be available for occasional weekday evenings, generally one to two times per month, and occasional evening or weekend shifts for outings and events based on programming 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. Resumes will be reviewed on **October 13, 2026, at 4:30 p.m.** This opportunity will 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.