

# ONEIDA NATION OF THE THAMES

HUMAN RESOURCES DEPARTMENT  
2212-A ELM AVENUE  
SOUTHWOLD, ONTARIO  
N0L 2G0



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## JOB POSTING

**Position:** Medical Transportation Assistant  
**Term:** One year contract  
**Division:** Health/Medical Transportation  
**Salary:** \$20.00 per hour  
**Hours:** 21 hours per week, usually Wednesday to Friday, 8:30a.m. to 4:30p.m., flexible to adjust work hours

**Posting Date: August 7, 2024**

**Closing Date: August 20, 2024 at 4:30p.m.**

### **JOB SUMMARY:**

Reporting to the Medical Transportation Coordinator, the **Medical Transportation Assistant** will assist in providing effective and efficient medical transportation services to members of Oneida Nation of the Thames in accordance with the funding contribution agreement, guidelines and internal policies of Oneida Nation of the Thames.

The Medical Transportation Assistant will be responsible for data entry, filing, incoming/outgoing correspondence, trip summaries, and duties in the absence of the coordinator.

### **QUALIFICATIONS:**

1. Grade 12 Diploma or equivalent, **required**.
2. One (1) year experience working in office environment, **an asset**.

### **MANDATORY DOCUMENTATION WITH APPLICATION:**

1. A cover letter **must** be included with your application addressing the qualifications outlined above.
2. Resume.

### **REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:**

1. The successful candidate must submit a recent Vulnerable Sector CPIC/VSC (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

**Submit all mandatory documentation to [hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca).**

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

**To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email**

**[hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca).**