



Wahnapiatae First Nation

259 TAIGHWENINI TRAIL
CAPREOL ONTARIO P0M 1H0

Phone: (705) 858-0610 Fax: (705) 858-5570

www.wahnapiataefirstnation.com

JOB DESCRIPTION

JOB TITLE: Health Program Support Worker – Summer Student
LOCATION: Wahnapiatae First Nation
REPORTS TO: Health Director
TERM: July 2nd, 2025 – August 21st, 2025

POSITION SUMMARY:

Under the supervision of the Health Director, the Health Program Support Worker supports the Health Director and health staff which include programming and administrative duties.

RESPONSIBILITIES:

- Assisting with various tasks within the health department
- Filing and shredding of documents
- Taking inventory of supplies
- Assist with programming to support health staff
- Coordinate or follow up on administrative activities
- Assisting the health staff when needed
- Must be able to maintain confidentiality

QUALIFICATIONS:

- Efficient interpersonal oral and written communication skills
- Efficient computer skills with accurate and efficient typing skills
- Respect for, sensitivity towards as well as knowledge and understanding of the First Nation culture
- Proficient in Microsoft Office Suites (Outlook, Word, Excel, Teams, etc.)

Interested individuals may apply, by email only, quoting the job title within the subject of the email.
Please forward your application to:

Wahnapiatae First Nation
recruitment@wahnapiataefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those interviewed will be contacted.