



External Job Posting

Position Title:	Office Worker	Pay Grade:	\$18.02 per hour
Position Type:	Full Time *Minimum 40 hours Weekly	Hours of Work:	Varied/rotation
Reports To:	Supervisor	Date Posted:	September 1, 2023
Union:	Public Services Alliance of Canada	Closing Date:	September 15, 2023 by 4:00pm
Competition Number:	2023-PSA-44	Number of Positions:	One (1)

Position Overview

The Office worker is primarily responsible for the provision of services to clients. This position entails that the worker provides and/or arranges for accommodations (including meals), transportation (arrivals, departures, and appointments), translation, and referral services. The Office worker reports to the Supervisor.

Qualifications:

- A one-year or two-year community college certificate and/or a diploma in the Social Services field. An equivalent combination of experience and education may be considered.
- A minimum of two (2) years direct work experience with Indigenous people in a residential care setting.
- Demonstrable and proven abilities in office work, computer literacy, client supervision, writing and emergency first aid care.
- An adequate understanding of medical terminology.
- The ability to meet the physical demands of the job and be able to lift a minimum 40lbs.
- Fluency either in Ojibway, Oji-Cree or Cree would be considered an asset.
- An understanding and an appreciation of Indigenous people and their culture.

Duties and Responsibilities:

The Office worker is responsible for:

- Client intake, data entry, assigning rooms, providing orientation to lodge clients (orientation includes information on accommodations, transportation, translation, and referral services), and by enforcing the Lodge rules and procedures.
- Reviewing and maintain active files, record forms, the daily appointments and activity board, and will perform general office duties as required.



- Participating and contributing to regular staff development and monthly staff meetings.
- Liaising with medical personnel and Lodge clients, as required.
- Wear the required work uniform and PPE as required.
- Completing the client profile and informing the cook of dietary needs.
- The Supervisors will assign other duties and responsibilities deemed necessary to the office worker on an on-going basis.
- Performing other duties deemed necessary by the Supervisor.

Application Process:

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (**2023-PSA-44**), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
678 City Road, Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365

Email: HR@weqlodge.org

[Preference will be given to qualified Indigenous applicants](#)

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact kwright@weqlodge.org

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.

Evidence of full vaccination will be required prior to the start of employment in accordance with our Covid-19 Vaccination Policy.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.