



## EMPLOYMENT OPPORTUNITY

Norway House Cree Nation– Health Programs - Primary Care Clinic is seeking the services of a

### (1) TELEHEALTH ASSISTANT FULL TIME PERMANENT

#### Position Overview:

The Telehealth Assistant is responsible for supporting telehealth services, including setting up calls with clients, and coordinating consultations with specialists. The Telehealth Assistant also contacts patients regarding their appointments, ensures patients are prepared for their appointments, follows-up with patients, and performs daily checks and maintenance of equipment.

#### Qualifications:

- Medical Office Assistant diploma
- Comfortable using Microsoft Office products and videoconferencing tools
- Strong organizational and time management skills
- Ability to manage multiple appointments, and handle follow-up
- Clear and friendly communication with patients and healthcare providers
- Ability to adapt, work through technical challenges and last-minute changes
- Knowledge of Cree culture and ability to speak Cree is required.
- Experience with computer applications and programs.

#### Conditions of Employment:

- Must have a clear, current Canadian Criminal Records Check and Child Abuse Registry Check.
- Must have a Class 5 driver's license.
- Good physical condition to meet the demands of the job.
- Valid First Aid and CPR certificates. Qualifications:

#### Specific Accountabilities:

- Support telehealth services, including setting up calls using a tablet and coordinating consultations with specialists in Accuro.
- Contact patients regarding their appointments and work closely with specialists to ensure telehealth sessions run smoothly.
- Ensure patients are prepared for their appointments by taking vitals prior to the session.
- Receive appointment notifications and follow-up with patients to confirm and schedule pre appointment procedures such as bloodwork (generally 1-2 weeks in advance).
- Organize and follow up on bloodwork when required, and navigate communication challenges, especially when patients do not have phone.
- Perform daily checks and maintenance of telehealth equipment.
- Support the coordination of common appointments, particularly mental health and MATC services.
- Assist with any other telehealth-related tasks as required.

**\*\* A COMPLETE JOB DESCRIPTION AVAILABLE UPON REQUEST \*\***

**The ability to communicate in Cree is a definite asset!**

All applications and resumes will be screened by the selection committee and only those contacted will receive an interview.  
Aboriginal applicants are encouraged to self declare when submitting applications and resumes.

**APPLY IN WRITING DIRECTLY TO HUMAN RESOURCES BY SUBMITTING RESUME COMPLETE WITH 3 PROFESSIONAL REFERENCES, A CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECK TO...**

Celestine Albert  
Director of Human Resources  
Norway House Cree Nation  
P.O Box 250 R0B 1B0  
[calbert@nhcn.ca](mailto:calbert@nhcn.ca)

Bessie Folster  
Human Resource Administrator  
P.O. Box 250 Norway House Manitoba  
R0B 1B0  
[BFolster@nhcn.ca](mailto:BFolster@nhcn.ca)



**DEADLINE FOR APPLICATION IS August 08, 2025 @ 4:30**