



# Anishnawbe Health Toronto

*Our mission: to improve the health and wellbeing of Aboriginal People in spirit, mind, emotion, and body by providing Traditional Healing within a multidisciplinary health care model.*

## Administrative Assistant (Diabetes Prevention Program)

**Full Time Continuing Position**



Are you interested in working in the urban Indigenous community? Anishnawbe Health Toronto is a fully accredited community health center offering access to health care for Indigenous people living in the GTA. With Indigenous culture and tradition at its core, AHT offers a full range of services and healthcare providers, including Traditional Healers, Medicine People, primary care and mental health practitioners, and service providers focusing on the social determinants of health. We provide care from a blended model of Traditional and Western approaches to improve our clients' wellbeing. As the Administrative Assistant, DPP, you will be in proximity to Traditional Healers and Traditional knowledge carriers, where you will engage in consultation and learn cultural approaches to healing and wellness.

### **Duties & Responsibilities:**

- Provide administrative support to the Diabetes Prevention Program, including scheduling appointments, managing calendars, and coordinating meetings
- Maintain and update client records, ensuring confidentiality and accuracy
- Prepare and distribute program materials, newsletters, and educational resources
- Assist in organizing community events, workshops, and outreach activities related to diabetes education
- Manage office supplies and equipment, placing orders as needed
- Support the team in data entry, report generation, and other clerical tasks

- Liaise with other departments within Anishnawbe Health Toronto to facilitate collaboration and resource sharing
- Perform other administrative duties as assigned by the Program Manager

### **Qualifications & Experience:**

- A minimum of 2 years of administrative experience, preferably in a healthcare setting
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong organizational and time management skills with the ability to prioritize tasks effectively
- Excellent verbal and written communication skills
- Understanding of Indigenous cultures and traditions, with a commitment to serving the Indigenous community
- Ability to work independently as well as part of a team
- Attention to detail and accuracy in data management and record-keeping
- Experience with electronic medical records (EMR) systems is an asset.

### **Why Choose Anishnawbe Health?**

AHT offers a competitive salary and comprehensive benefits package. As the Administrative Assistant, DEP - DPP, you will be a member of a multidisciplinary team including but not limited to psychiatry, Traditional Healers, counsellors, Two Spirit Trans services, primary care, Rapid Access Addiction Medicine, Housing Supports, and programming for children and youth. All services are delivered from a newly developed location in Toronto's Canary District.

**How to Apply:** Ready to embark on a rewarding journey with Anishnawbe Health? Submit your cover letter and resume by email to [recruitment@aht.ca](mailto:recruitment@aht.ca) as a single document to become an integral part of a team committed to holistic health and a strong community.

### **Position will remain open until filled**

**Applicants who are Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process.**

*Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Indigenous persons, visible minority group members, women, and persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.*

(If you are invited for an interview and require accommodation, please let us know)  
*Meegwetch to all applicants, however, only those selected for an interview will be contacted.*