



# TEMAGAMI FIRST NATION

BEAR ISLAND  
LAKE TEMAGAMI, ONTARIO P0H 1C0  
TEL 1.888.737.9884 or 705.237.8943  
tfn@temagamifirstnation.ca  
www.temagamifirstnation.ca

## SCHEDULE 'A' – JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Summer Student DPHC programs support</b>
<b>PRIMARY FUNCTION:</b>	Ensuring various aspects of daily service provision are being completed at the Doreen Potts Health Centre. Student will be expected to provide assistance in a variety of areas within the health service field.
<b>REPORTING RELATIONSHIP:</b>	This position reports to Health and Social Services Leader
<b>STATUS:</b>	Full-time, 35-hours weekly
<b>SALARY:</b>	Secondary Students: \$16/hour Post-Secondary Students: \$20/hour
<b>TERM OF EMPLOYMENT:</b>	8-weeks
<b>EFFECTIVE DATE:</b>	ASAP
<b>INCUMBENT:</b>	

### JOB DUTIES

- Maintain confidentiality and conduct oneself professionally
- Work in collaboration with the program staff at the Health Centre
- Complete filing of confidential documentation
- Distribute mail and periodically, retrieve mail from post office
- Stocking medical supplies
- Complete various aspects of data entry
- Participate in delivering annual camps, programming, land base programming and the summer carnival including food preparation for participants.
- Continue and assist programming within the health and social sector of the community as it relates to the Health Centre
- Program supply shopping in accordance with policies and procedures
- Assist with any other programming as necessary
- Answer telephone and take messages when appropriate, provide assistance over the phone to callers and communicate needs with other staff members.
- Transportation of participants to various programming
- Other duties as required as it pertains to the health Centre

### QUALIFICATIONS



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- **REQUIRED:** valid First Aid certification and CPR (will be provided upon hire)
- Post-secondary education in a related field or major with previous experience considered *an asset*
- Pleasure Craft License considered *an asset*
- Driver's license is considered *an asset*
- *Food handlers or willing to obtain*
- Proficient computer skills
- Excellent organizational skills
- Good interpersonal skills

**\*\*PLEASE NOTE:** if you are not a licensed driver, you will not be permitted to complete any driving for TFN including client transportation\*\*