



# TEME AUGAMA ANISHINABEK

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Summer Student – DPHC Program Support		
Applications Accepted Until June 9 <sup>th</sup> 2026	Post Secondary Students Eligible Only	Interviews Scheduled for June 10 <sup>th</sup> 2026
Start Date Of Position  June 15, 2026	Last Date Of Work  August 28, 2026	Wage  \$19.75

## Position Summary:

Ensuring various aspects of daily service provision are being completed at the Doreen Potts Health Centre. This student will be expected to provide assistance in a variety of areas within the health service field, and report to Health Services Manager Annette Paul.

## Job Tasks:

- 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 including, Art, Dance, and Culture camp, 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