

NORTHERN NISHNAWBE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

Clinic Assistant - Starting August 2026

**Dennis Franklin Cromarty High School
Thunder Bay, Ontario**

Dennis Franklin Cromarty High School (DFCHS) requires one full-time Clinic Assistant. The Clinic Assistant will provide medical office duties and nursing support to the DFCHS nursing staff. The Clinic Assistant will work closely with the students and staff attending DFCHS. This position will work Monday to Friday, 8:50 a.m. to 4:50 p.m. through the school calendar, salary will be prorated over the full year (26 pay periods).

Responsibilities:

1. Maintain a safe, clean, welcoming and positive environment for the students
2. Provide medical office administration duties such as answering telephones, greeting students, and booking appointments with the nursing staff
3. Assist with maintaining/updating on-site confidential student medical records
4. Provide general medical health services to students such as assisting with minor wounds, sports injuries etc.
5. Administer medications, provide first aid, and assist in emergency situations
6. Work in collaboration and maintain communication with other daytime nursing support
7. Assist as required in developing treatment plans for students
8. Participate in team meetings as required
9. Liaise with other organizations, partners and/or professionals as appropriate
10. Ensure that parent, teacher and or student inquiries are followed up
11. Other duties as assigned

Qualifications:

1. Must be a Registered Practical Nurse (RPN) in good standing with College of Nurses of Ontario
2. Ability to assess and provide health care needs to students
3. Knowledge and understanding of Native culture, traditions and lifestyles
4. Working knowledge of (EMR) Electronic Medical Record System preferred
5. Fluency in Oji-Cree, Cree or Ojibway is an asset
6. Strong interpersonal and time management skills
7. Able to work effectively and collaboratively with others
8. Strong communication skills both verbal and written

Salary: \$54,600 to \$67,151

All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

NNEC thanks all applicants in advance however only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This advertisement is to fill a new position and will remain open until filled. Please submit your cover letter, resume and three references (with written permission for NNEC to contact them) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nec.on.ca