



Taykwa Tagamou Nation

Employment Opportunity Program Assistant *Health/Midwifery Program*

Location: Taykwa Tagamou Nation

Reports to: Director of Health & Lead Registered Midwife

About the Role

Taykwa Tagamou Nation is seeking a highly motivated, confident, organized professional individual to provide administrative support to the Director of Health and Lead Registered Midwife. The Program Admin Assistant will be first point of contact with clients/patients who are newly pregnant and are in integral member of the Midwifery Team. The Health/Midwifery Program Assistant will assist in the improvement of workflow to both the Director of Health and Lead Registered Midwife. The Program Admin Assistant must possess good interpersonal, time management and communication skills to be able to prioritize simultaneous work assignments in an environment where situations change rapidly.

Responsibilities

- Assisting with program administrative tasks for both the Health Director and Midwifery program such as scheduling appointments, managing calendars, and maintaining patient records
- Process administrative paperwork such as invoices, Cheque and Purchase Order requisitions.
- Ensures the accurate and timely entry of client demographic information.
- Data entry as required.
- Maintain accurate filing system.
- Assist with EMR transition and entry.
- Performs general opening and closing procedures of the Client and files, as required.
- Processing of client intakes in collaboration with Practice Team, and attend weekly meetings.
- Support midwives during prenatal, delivery, and postpartum care; prepare equipment and supplies for procedures.
- Providing emotional support to mothers and families.
- Provide support with programs
- Providing resource materials to clients
- Prepare correspondence, reports, meeting materials, and take meeting minutes
- Assist with ISC reporting, reception support, and provide resource materials to clients
- Performs other duties as assigned.

Qualifications

- Grade 12 diploma or a post-secondary diploma in related field.
- Must be willing to work flexible hours and be flexible to travel.
- Must possess a valid class G driver's license.
- Must have strong interpersonal skills.
- At least 1 year of office administration experience.
- Knowledge and experience with productivity applications such as Microsoft Office, Excel, Outlook, MS Teams and Power Point.
- Superior time management skills and multi-tasking skills, and the ability to prioritize tasks with minimal supervision.
- Experienced in records management is required.
- Must be a team player

Taykwa Tagamou Nation offers a competitive compensation package subject to qualifications and experience; group medical insurance: extended health, dental, life, AD&D and Pension Plan benefits.

*Submit Letter of Application, Resume and three recent work references (one being from your most recent supervisor/manager) and must include copies of Certificate(s) of Qualification no later than: **October 14, 2026***

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

By email: resumes@taykwatagamou.com

By fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

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