



Tsi Kanonhkhwatsheríyo **Indigenous Interprofessional Primary Care Team**

A Place Where There is Good Medicine

EMPLOYMENT OPPORTUNITY

Traditional Healing Coordinator Administrative Assistant
Part-time – 20 hours per week with potential of full time hours
Pay Rate: \$19.33-\$24.09/hour
(Rate is determined by experience)

ABOUT US

Tsi Kanonhkhwatsheríyo IIPCT is an Indigenous-led Primary Care Team dedicated to providing culturally safe, holistic, and patient-centered health care to our community. Our interdisciplinary team includes physicians, nurse practitioners, nurses, mental health professionals, and traditional healing coordinators. We work to address the physical, mental, emotional, and spiritual needs of our patients while respecting Indigenous knowledge, traditions, and values.

POSITION SUMMARY

The Indigenous Traditional Healing Coordinator & Administrative Support plays a key role in organizing, promoting, and supporting the delivery of traditional healing services. This position works closely with Elders, Knowledge Keepers, Healers, and community partners to ensure programming is culturally safe, accessible, and well-coordinated.

This role combines **program coordination, community engagement, and administrative support**, making it ideal for someone who is detail-oriented, grounded in Indigenous culture, and passionate about supporting clients and community wellness.

Key Responsibilities

Program Coordination

- Coordinate Traditional Healing programming, including scheduling Elders/Knowledge Keepers/Healers, arranging ceremonies, land-based activities, cultural teachings, and workshops.
- Liaise with community partners, local Nations, and Indigenous service providers to support culturally grounded wellness initiatives.
- Support the development, planning, and implementation of cultural programs and seasonal events (e.g., feast days, sweats, storytelling events, solstice activities).
- Ensure cultural protocols and community practices are respected and upheld throughout all programming.
- Assist with program evaluation, tracking participation, and gathering feedback.

45 Meadow Drive
P.O. Bx 721
Deseronto Ontario K0K 1X0
Phone: 343-478-0196
iipct.org



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Administrative Support

- Provide administrative support including booking appointments, maintaining program calendars, drafting correspondence, minute-taking, and organizing files.
- Assist with honoraria processing, travel arrangements, and reimbursements for Elders, Knowledge Keepers, and Healers.
- Maintain program materials, supplies, and ceremonial items, ensuring readiness for events and activities.
- Prepare promotional materials such as posters, newsletters, and social media updates.
- Support data entry, report preparation, and statistics required for funding and accountability.

Community & Cultural Engagement

- Welcome clients, families, and community members into a culturally safe and respectful environment.
- Coordinate cultural spaces (e.g., ceremony rooms, outdoor fire spaces), ensuring cleanliness, safety, and readiness.
- Build and maintain trusting relationships with Elders and Indigenous community members.
- Maintain IIPCT's values in the provision of culturally safe care.
- Maintain professional, respectful & cordial internal relations between staff, health services providers as well as community partners.

EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

Required:

- Office Administrative Assistant education/experience.
- Proficiency with electronic medical records (EMR) systems and Microsoft Office Suite
- Knowledge of PHIPA privacy regulations
- Strong interpersonal, communication, and organizational skills
- Ability to multi-task and work in a busy environment with competing priorities
- Experience working with Indigenous communities or understanding of Indigenous cultures, values, and traditions is considered an asset
- Good understanding of privacy and confidentiality requirements

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CONDITIONS OF EMPLOYMENT:

- Must be able to provide a clear Vulnerable Sector check
- Must have current CPR/First Aid and AED certification
- Must have a valid 'G' Driver's License, clear Driver's Abstract
- Must be willing to travel within the catchment
- Must be willing to work a variable schedule based on programming needs

All qualified candidates are encouraged to apply; however, Indigenous applicants will be given priority and are asked to self-identify.

**Please forward your cover letter and resume to Tsi Kanonhkhwatsheriyo IIPCT
Executive Director Tera.osborne@iipct.com**

DEADLINE FOR APPLICATIONS: DECEMBER 23, 2025, AT 4:30PM

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