Opaskwayak Health Authority
Beatrice Wilson Health Centre
Job Posting

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **IT Support Worker.**

Job Summary
Reporting to the IT Administrator, the IT Support Worker is responsible for completion of tasks as assigned within IT support; works in a multidisciplinary team; follows OHA policies & procedures; participates in meetings as required; and may assist with other duties within the scope of the department.

Position Requirements:
- Grade 12 Diploma or GED equivalent
- 2 years of entry level experience working with computers & software
- Knowledge of Windows Operating System
- Knowledge of Microsoft Office Suite – Word, Excel, PowerPoint, Outlook
- Ability to listen, learn, follow instructions & carry out tasks to completion.

Closing Date: **Open until filled.**

Applications Must Include:
- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (degrees/certificates, licenses, training, education)
- Three **professional letters of reference** (2 supervisor or manager and 1 colleague) – or – contact information for same (include position/title, current place of employment, phone number & email).
- **Criminal record with vulnerable sector** (or a receipt indicating that it was applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to an interview without this information. Please note that only those selected for an interview will be contacted.

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous applicants. Applicants are requested to self-declare at the time of application.

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Human Resources
Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0
Email: hr@ocnhealth.com
Please mark all correspondence "**CONFIDENTIAL".**