

Wa'ikwanon:weron
Welcome
Waichiya



Onen'tó:kon
HEALING LODGE

Miso Pijak
Ariungaiipaa
Aanin

EMPLOYMENT OPPORTUNITY

Maternity Replacement Administrative Clerk

We are currently seeking a Maternity Replacement Administrative Clerk to join our team on a contractual basis for one year. Under the supervision of the Administrative Coordinator, the Maternity Replacement Administrative Clerk is responsible for accomplishing administrative tasks required to support the day-to-day operation of OHL. The position requires the Administrative Clerk to provide a variety of confidential administrative support services. Support clients by being available to them through a supportive and compassionate approach and to enhance a favorable transition to the healing journey of clients.

Some of the key responsibilities are but not limited to; general clerical and administrative support for management, organize and prepare paperwork that requires approval and signature as requested, maintain inventory of OHL merchandise and restock upon approval of the Administrative Coordinator, handles sales of merchandise and remits cash to Administrative Coordinator, maintains an effective and efficient filing system for clients and administration files as required, assists with the coordination of special events, assist with booking special field trips for clients, to perform any and/or other job-related duties as requested by the Administrative Coordinator.

Background

Since Onen'to:kon Healing Lodge (OHL) opened its doors in 1987, our team has supported over four thousand clients in their recovery from substance use disorder. We are a sixteen-bed residential facility nestled amongst century old pine trees that overlook the beautiful Lake of Two Mountains. Our team is dedicated to supporting Indigenous adults through our six week program using trauma-informed and culturally grounded approaches to healing.

Required Education & Experience

Post-secondary education in vocational training with three years of professional experience or

Secondary V/High School Diploma and five years of direct work experience

Must have strong verbal and written communication skills in English

Experience in addictions is considered an asset and working in Indigenous communities

Skills & Abilities

Must have strong computer literacy in all Microsoft programs

Must possess strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with attention to detail.

Status: Maternity Replacement contract

Salary: \$23.78 per hour/40-hour week

If you believe you possess all the requirements listed in the job posting for this position, and you wish to pursue a rewarding career at OHL, please forward your letter of intent, resume, as well as two (2) professional references to: ida.montour@ohloffice.org

Deadline to submit application: September 2, 2025

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