



Physician Administrative Coordinator, Primary Care & Community Health

Salary: Range 10, \$37.71- \$48.60/hour

Status: Casual, no guarantee of hours

Competition #: CA26-005

Closing Date: June 8, 2026

The purpose of the Physician Administrative Coordinator is to provide a full range of professional administrative support for the South Area Medical Director (SAMD) and physician staff in the Hay River Health and Social Services Authority (HRHSSA) in an accurate and timely manner to contribute to the effective operation of the Hay River Health and Social Services Authority (HRHSSA) and the Northwest Territories Health and Social Services Authority (NTHSSA) Medical Services. The position also supports the orientation of new physicians, locum physicians, and medical learners, scheduling, and completion of quarterly payroll documents, and is a link to physician recruitment services and the Office of Medical Affairs and Credentialing (OMAC). The position is the first point of contact for physicians and medical learners in the HRHSSA.

The incumbent will provide services at the Hay River Regional Health Centre. It is expected that the incumbent will work collaboratively to ensure all work is completed in a timely manner. Responsibilities are diverse.

Qualifications:

- The incumbent must have strong organizational skills and experience providing a high level of service, both to the employer and the public.
- They must be efficient in a variety of word processing, data collection, and spreadsheet and information exchange software programs and have the ability to communicate effectively both orally and in writing, using tact and diplomacy when dealing with colleagues and the public.
- Advanced organizational, communication, interpersonal skills, and knowledge of office and administrative procedures are essential.
- The incumbent must have the ability to problem solve, work independently, exercise initiative and judgement and make responsible decisions within their scope of assigned authority.
- The incumbent must have knowledge of the interrelationships within the department, government as a whole, and with external organizations and issues. This includes being sensitive to geographical and cultural differences.
- The incumbent will require experience working in a cross cultural environment.
- Must hold a valid class 5 driver's license.



These qualifications would typically be attained through a two-year diploma in administration or health services administration plus a minimum of two years of experience in an administrative position in a health care environment.

In addition to an attractive salary, we offer a Northern Allowance of \$2.33 per hour up to \$4,538 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca