



Personnel Posting 07-26/27

myRide Coordinator Clerk (2)

Santé Manitouwadge Health is currently accepting applications for **(2) Temporary Part-Time myRide Clerk**. The successful applicant will be an employee of the Santé Manitouwadge Health and be under the supervision of Santé Manitouwadge Health's Director of Community Programs and Services. The position is a contract position for one year with possibility of extension.

Qualifications: The successful candidate will have the following qualifications/experience:

- High School Diploma of equivalent
- Knowledge of Microsoft Word/Excel/Publisher
- Moderate computer skills
- Excellent organizational and time management skills
- Excellent communication skills
- Valid class G driver's license (mandatory)
- CPR and First aid Certificate
- Ability to work in a team environment
- Bilingualism is an asset
- Ability to guide and assist clients with physical limitations in and out of vehicle

Salary: \$ 23.178-\$ 28.966 per hour

Deadline: **Applications must be received no later than Friday, March 20th, 2026 @ 4:00 PM**

Apply to: Katie Scapinello, Employee Services Coordinator | applications@mh.on.ca
1 Health Care Crescent, Manitouwadge, ON P0T 2C0
807-826-3251 x 206

(Note: Please quote the personnel posting number "PP07-26/27" in your application. If you have not received an acknowledgement receipt of your application within a day or two from sending your résumé, please call to confirm receipt.)

Start Date: TBD

We thank all applicants for their interest. However, only those candidates qualifying for an interview will be contacted.

Upon request, accommodations due to a disability are available throughout the selection process Santé Manitouwadge Health is an equal opportunity employer. This posting is not for an existing vacancy.

****Santé Manitouwadge Health does not use AI in the selection or recruitment process****

Posted: March 13, 2026