ALL NATIONS
HEALTH PARTNERS
ONTARIO HEALTH TEAM

EMPLOYMENT OPPORTUNITY

OHT Primary Care Intake Navigator

Employment Type:	Full-time/18-Month Temporary Contract (Potential for Extension/Permanency. Part-time hours available.)
Compensation:	$56,886–$74,225 annually (based on education/experience) + HOOPP Pension & Comprehensive Benefits
Location:	Kenora Region (Host Location TBD)
Closing Date:	Open until filled

Join Our Team!

All Nations Health Partners Ontario Health Team (ANHP OHT) is seeking a highly collaborative healthcare or social services professional to serve as Primary Care Intake Navigator.

This foundational position acts as a direct regional bridge — receiving patient referrals from hospital discharges, emergency departments, and community care providers — to smoothly transition those individuals into stable, community-based primary care services. If you are a natural relationship-builder, wants to be part of the primary care solution, have a deep commitment to local health equity and a love of solving complex systemic puzzles, this role is for you.

About the Role

As an All Nations Health Partners Ontario Health Team Primary Care Intake Navigator, you will support patient referrals and coordinate access to primary care attachment across a collaborative network of the primary care practices, hospital services, and Indigenous-governed health organizations, including Kenora Chiefs Advisory (KCA), Waasegiizhig Nanaandawe'iyewigamig (WNHAC), Sunset Country Family Health Team (SCFHT), and Lake of the Woods District Hospital (LWDH).

In this non-clinical role, you will serve as a central point of coordination, helping patients navigate the healthcare system and ensuring seamless transitions between providers and organizations. Your primary objective is to ensure that no patient falls through the cracks during critical transitions in care. Working closely with partners across the ANHP OHT, you will identify opportunities to improve referral pathways, strengthen coordination, and address system gaps to enhance timely and equitable access to primary care attachment throughout the ANHP OHT region.

What You'll Do

- **Intake, Health Review & Care Planning:** Comprehensive reviews of intake histories and screening data to identify risk factors, complex needs, and chronic disease prevention gaps.
- **Closed-Loop Navigation:** Guide individuals seamlessly from the initial referral point through to confirmed primary care attachment, actively preventing drop-offs through compassionate communication and reliable follow-through.
- **Cross-Sector Integration:** Act as the trusted, central point of contact for regional intake queues, collaborating daily across multi-jurisdictional boundaries to match patients to the right provider at the right time.
- **System Tracking & Quality:** Monitor referral data, track partner clinic capacities, and contribute to system-wide reporting m etrics that demonstrate the impact of integrated care in our region.

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What You Bring (Qualifications)

- **Education:** Degree or diploma in Nursing (RN/RPN), Social Work, Health/Social Sciences, or a related healthcare/navigation field.
- **Experience:** 3-5 years navigating complex healthcare spaces, care coordination, intake systems, or community health environments.
- **Cultural Grounding:** Deep understanding of de-colonial, trauma-informed care and holistic health paradigms. Demonstrated experience working effectively alongside Indigenous communities and organizations.
- **System Mindset:** High adaptability, a solution-focused approach to process improvement, and an openness to continuous feedback and peer coaching.
- **Assets & Logistics:** Anishinaabemowin language skills are a strong asset. Clear Vulnerable Sector Check required.

Why Join ANHP?

This is an opportunity to help shape how people access primary care across the Kenora region.

This is a rare opportunity to join a workplace that encourages confident leadership, empathy, and mutual respect. You will have a direct hand in building a community-informed, equity-focused healthcare solution from the ground up, backed by a robust compensation package, generous paid time off, and the HOOPP pension plan.

Those interested in this exciting career with the ANHP OHT are invited to forward a cover letter with a detailed resume, including references, by email to exadmin@anhp.net.

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