



Internal/External Employment Opportunity

Position Title: Administrative Assistant, HPCDM and Corporate Services
Component/Team: Health Promotion and Chronic Disease Management, Corporate Services
Status: Permanent, 1.0 FTE Full-Time (35 hours per week)
Salary Scale: \$43,844 - \$52,816 annualized salary plus benefits
Start Date: Immediately

Position Description:

The Administrative Assistant is an integral member of the Health Promotion & Chronic Disease Management and Corporate Services teams. The Administrative Assistant maintains a variety of office systems and provides a wide range of administrative and support services.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- College Diploma or University degree in social sciences, social work, office administration or a related discipline.
- An equivalent combination of education and experience may be considered.
- Under the Centre's designation to provide French Language Services:
 - French (oral expression): Advanced
 - French (oral comprehension): Advanced +
 - French (reading comprehension): Intermediate +
- Fluency in English, both oral and written
- Excellent business writing skills in English

Professional Experience

- Experience working with diverse populations
- One to two years of administrative experience, preferably in a health or community setting
- Experience with Electronic Health Record (EHR) software

Knowledge, Skills and Abilities

- Strong interpersonal, communication, organizational and problem-solving skills and a commitment to non-judgmental service delivery
- Ability to work independently, with attention to detail, and under multiple demands and deadlines
- Ability to be flexible, cooperative and work as part of a team.



- Proficiency in the use of computers, MS Office and desktop publishing
- Ability to work within the mandate of Sandy Hill Community Health Centre
- Knowledge of health promotion principles an asset.
- Proficiency in the use of remote/virtual meeting platforms.

Reporting Relationship:

The Administrative Assistant is directly accountable to the Director of Health Services and through the Director of Health Services to the Executive Director.

Conditions of Employment:

Hours of work will be developed in collaboration with the successful candidate to ensure a healthy work-life balance. A schedule of work will be based on the Centre's hours of operation and program requirements and may include some evenings.

An offer of employment will be conditional upon the candidate completing a criminal reference check, verification of educational requirement for this position and linguistic profile to the satisfaction of the Sandy Hill Community Health Centre.

Please note that Sandy Hill CHC has a mandatory COVID-19 vaccination policy. All applicants are required to be fully vaccinated against COVID-19 to be considered for employment. An offer of employment will be conditional upon the candidate providing proof of full vaccination. Reasonable accommodations will be considered for individuals with a medical reason or a reason pursuant to the Human Rights Code that restricts them from being vaccinated against COVID-19.

Accommodation:

SHCHC will provide accommodation for applicants with disabilities in its recruitment process.

If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.

How to Apply:

To apply, please visit sandyhillchc.workable.com and select the appropriate job opening.

Clients of the Centre are welcome to apply. Should a client become the successful candidate, they will no longer be able to continue receiving services at Sandy Hill Community Health Centre. Assistance will be made available to find an alternative provider.

POSTING DATE: May 13, 2022

CLOSING DATE: May 27, 2022 at 4:00 p.m.