



INTERNAL/EXTERNAL JOB POSTING
Bilingual Administrative Assistant: Regional Integrated Care and Seniors Programs
(Full time, Indeterminate)

South-East Ottawa Community Health Centre (SEOCHC) is a non-profit, community-governed organization that provides a range of multi-disciplinary services to clients, including primary care, health promotion, social services, community and resource development, home support and advocacy to address the social determinants of health. SEOCHC particularly responds to persons who face barriers to accessing health and social services and who live in South-East Ottawa. Our services and programs are designed to meet the needs of our community.

COVID-19 PROTOCOL:

South-East Ottawa Community Health Center requires **ALL** employees to be **Fully Vaccinated against Covid-19**. Individuals who cannot be vaccinated due to **substantiated grounds** (medical and other protected grounds under the Ontario Human Rights Code) **may ask South-East Ottawa Community Health Center to validate the exemption** and request an accommodation for these rare circumstances. If approved, they will be subject to additional health and safety measures.

The Regional Integrated Care and seniors programs offer a range of health and social services to residents as well as being the lead agency for Regional Integrated Care and our Primary Care Outreach for seniors programs. We are seeking applications for an *Administrative Assistant* to work collaboratively with community partners to enhance the experience and improve health outcomes for people with complex health conditions. Our mandate is to advance the access to, and the quality of, integrated care for clients with complex needs across the Champlain region.

DUTIES AND RESPONSIBILITIES

The Administrative Assistant will report to the Manager of Regional Integrated Care, and work with the Seniors Coordinator. The role includes: supporting client intake and registration, maintaining client records (from identification and triage to file updates); information and communication sharing; scheduling and supporting meetings; and assisting with project work such as power point presentation, data collection and other activities as required.

QUALIFICATIONS:

- Post-secondary training in office management, secretarial or a related program, or an equivalent combination of experience and education.
- Minimum of two years' experience in a Health/Social Service Setting, office administration, preferably in an inter-professional setting and a not-for-profit organization.
- Fluent oral and written skills in both English and French (strong asset).
- Excellent communication (oral and written), interpersonal and teamwork skills
- Understanding of client confidentiality and cultural diversity.
- Knowledge and proficiency in electronic scheduling.
- General knowledge of medical terminology.
- General knowledge of data bases and EMR's
- Computer literate and proficient in MS Office, including proficiency in Word, Excel, PowerPoint, Publisher, SharePoint, databases, electronic mail and data entry.
- Must provide proof of Covid Vaccinations

Salary: \$41,332 to \$49,195/annum, commensurate with experience. HOOPP eligible.

At SEOCHC we are committed to diversity, equity and inclusion. We welcome applicants with diverse gender identities, sexual orientations, disabilities, and/or ethno-racial status that reflect the broad community we serve.

Letters of Application including your resume and a cover letter outlining your interest/ motivation and key competencies for this role must be received by **4:00 pm Monday January 17th, 2022**.

Please apply online using the following address
<https://seochc.bamboohr.com/jobs/view.php?id=147>

Thank you for your interest. Only candidates selected for an interview will be contacted. The Centre is committed to employment equity. SEOCHC 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.