

**INTERNAL / EXTERNAL  
JOB POSTING**

<b>Job Title:</b>	Bilingual Administrative Assistant, (DCO)
<b>Status:</b>	Permanent Full-Time Position
<b>Pay Scale</b>	\$38,964 - \$46,945/ Annually
<b>Pension and Benefits:</b>	Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)
<b>Start Date:</b>	As Soon As Possible

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### **Summary**

The bilingual Administrative Assistant is responsible for conducting initial review of referrals to Diabetes Central; interacting with clients, partner service providers or healthcare professionals by phone or email; tracking client status; conduct basic analysis of trends; provide administrative support to the Program Manager, Regional Diabetes Programs; general office duties and management.

### **Qualifications:**

#### **Essential**

- High School graduation diploma
- Secretarial diploma or equivalent training and experience, including an ability to compose simple business letters
- Minimum two years working as administrative support in health or social services fields
- Direct client contact, in health or social services fields, or other working environments
- Excellent listening, written, and verbal skills in French and English. French written comprehension is essential, writing in French or English to French translation is not.
- Proficient with Windows operating system and the MS suite of products, especially Outlook, Word, and Excel
- Familiar with basic website maintenance and updating, or demonstrated ability to learn
- Able to operate with confidence and excellent judgement in a self-directed manner, comfort with new and evolving processes, strong problem identification and resolution skills
- Excellent interpersonal and organizational skills



### **Desirable**

- Experience working with a community-based social service agency
- Experience working with programs serving high risk or high-needs populations
- Knowledge of community resources in the Ottawa area
- Familiarity with EMRs (Electronic Medical Records)

### **Language designation**

English, written and spoken

French, written and spoken

### **How to “express an interest” for this opportunity:**

Submit your letter of interest along with your résumé to on or before November 26, 2024 by 11:59pm [jobs@centretownchc.org](mailto:jobs@centretownchc.org).

Please note the following:

- The subject line of your email should read “Bilingual, Administrative Assistant (DCO)”
- The file name for your resume should read:“(last name)\_(first name)\_ Resume
- The file name for your cover letter should read: “(last name)\_(first name)\_ Cover Letter

We thank all applicants for their interest. Only applicants invited to an interview will be contacted.

Candidates requiring accommodation during the application and/or the interview process should contact us at [jobs@centretownchc.org](mailto:jobs@centretownchc.org) so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such, we encourage applications from individuals who reflect the broad diversity of communities we work with.

Centretown CHC has a mandatory COVID-19 vaccination policy, as such applicants must be fully vaccinated against Covid-19 and provide proof of vaccinations to be considered for employment. Reasonable accommodation will be considered for persons with medical exemption or other exemptions under the Ontario Human Rights Code.