

**INTERNAL / EXTERNAL  
JOB POSTING**

<b>Job Title:</b>	Administrative Assistant, (AA, CDEPO)
<b>Status:</b>	Casual Position
<b>Pay Scale</b>	\$21.41 - \$25.79/ Hourly
<b>Pension and Benefits:</b>	Healthcare of Ontario Pension Plan (HOOPP)/ including some benefits
<b>Start Date:</b>	As Soon As Possible

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The AA, CDEPO provides administrative support for the Community Diabetes Education Program of Ottawa team, who provided services to clients across the city of Ottawa. The main functions of this position includes the calling, screening, registering and scheduling of clients for education groups and individual appointments that are offered at multiple sites to individuals of diverse backgrounds. The AA, CDEPO also provides other administrative support as required. Hybrid working arrangement is an option.

**Qualifications:**

**Essential**

- Secondary School Diploma or equivalent
- Minimum of two years experience in a direct client services role in a fast-paced environment
- Experience inputting data into a computer system.
- Excellent listening, written and verbal communication skills.
- Excellent office administration skills including the ability to maintain a comprehensive system of record keeping.
- Proficient with Windows-based computer systems, in particular, email, MS Word and Excel.
- Excellent interpersonal skills and ability to manage challenging situations
- Demonstrated knowledge of client service principles and practices
- Uses good judgement and takes initiative.
- Open to flexible work schedule and location.
- Excellent organizational and time management skills.
- Enjoys interacting with clients over the telephone and has superior phone manners.
- Excellent attention to detail even while managing competing tasks.
- Team player, ability to work with people from diverse backgrounds.

**Desirable**



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- Knowledge of community resources in Ottawa-Carleton.
- Experience with computerized scheduling systems and electronic health records
- Advanced knowledge of Excel
- Knowledge of website development
- Ability to communicate in other languages (Arabic, Mandarin, Cantonese, Spanish)

### **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 [jobs@centretownchc.org](mailto:jobs@centretownchc.org).

Please note the following:

- The subject line of your email should read “Administrative Assistant (CDEPO)”
- 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.