



**External JOB POSTING**  
**1 FTE Administrative Assistant**  
**Full time, Temporary (6 months with possibility of extension)**  
**Start Date: ASAP**

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. Our services and programs are designed to meet the needs of our community.

SEOCHC is seeking a highly skilled Administrative Assistant for the ORACLE Midwifery Outreach Program. This program supports high-risk pregnant clients with mental illness, substance use, brain injury and/or impacts of violence with sexual and reproductive health care. The team at our Centre is comprised of 3 full-time Registered Midwives and administrative supports. The team works in partnership with the Maternal-Fetal Medicine, Social Work, Neonatology, and Psychiatry teams at the Ottawa Hospital (TOH).

The administrative assistant role will support day-to-day administrative tasks. The role will involve working closely with midwives and leadership at SEOCHC as well as the team at TOH. This role is an in-person position with requirements of being onsite.

**MINIMUM QUALIFICATIONS:**

- Post-secondary education or equivalent experience in community and/or social services with at least 3 years' experience working ideally in the context of perinatal health
- Experience with providing high needs outreach support (information, assistance, advocacy) to high-risk pregnant clients and those seeking sexual and reproductive health care
- Aligned and extremely familiar with principles of harm reduction, cultural humility & safety, decolonization, and non-judgmental approaches when working with vulnerable clients
- Experience completing administrative tasks and creating efficient workflows for a team working in a shared care model between two healthcare organizations
- Proactive problem-solver with strong attention to detail
- Comfortable providing support to clients in a variety of settings and engaging clients who may take time to build trust

- Excellent communication and organizational skills
- Ability to ensure client privacy and confidentiality
- Proficiency in Microsoft Office, document management, and data entry
- Word processing speed of a minimum of 50 w.p.m.
- General knowledge of medical terminology
- Proof of COVID-19 vaccination status will be required for employment
- Vulnerable sector screening completed within the last 12 months
- Familiarity with PS Suite (required) and EPIC
- Languages spoken other than English and French

**Salary:** \$43,843.80- \$52,179.40

Please submit your resumes with a cover letter no later than **4:00 p.m. Friday, November 29<sup>th</sup>, 2024**

Human Resources Officer  
South-East Ottawa Community Health Centre

SEOCHC is committed to employment equity and values diversity in the workforce. We thank all candidates for their interest, only those selected for an interview will be contacted. Candidates with a disability requiring accommodation during the interview process should advise Human Resources so arrangements can be made