



--- Job Posting ---

Internal/External Employment Opportunity

| | |
|------------------------|---|
| Position: | Program Assistant |
| Component/Team: | Integrated Health Services |
| Status: | Permanent, 1.0 FTE Full-Time (35 hours per week) |
| Salary Scale: | \$45,609 – \$54,946 annualized salary plus benefits |
| Start Date: | Immediately |

Position Description:

The Program Assistant, Integrated Health Services provides organizational support to members of the Integrated Health Services Team.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- Secondary school diploma
- Post-secondary school diploma or degree in office or business administration, an asset
- Under the Centre's designation to provide French Language Services, this position is not designated
- Fluency in English, both oral and written
- Fluency in oral French an asset

Professional Experience

- Three to five years' administrative experience with progressive responsibility; preferably in a healthcare setting

Knowledge, Skills and Abilities

- Reliable
- Some knowledge of accounting
- Strong interpersonal, organizational and problem-solving skills
- Effective communication skills
- Ability to communicate clearly and diplomatically
- Ability to work under stress with multiple demands
- Ability to be flexible, cooperative and work as part of a team
- Ability to work autonomously
- Ability to perform well under stress and to deal with multiple demands and unpredictable days
- Proficiency in the use of computers and various software applications
- Demonstrated flexibility, good judgment, tact, initiative & creativity



- Respects and values the diversity of communities and individuals
- Pays attention to detail

Reporting Relationship:

The Program Assistant, Integrated Health Services, is directly accountable to the Program Director for the carrying out of their duties, and through the Director 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.

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: February 10, 2025

CLOSING DATE: February 24, 2025 at 4:00 p.m.