



**INTERNAL/EXTERNAL JOB POSTING  
Covid-19 Recovery Program Assistant  
Full Time Contract till March 31, 2023  
with possibility of extension  
(35 hours per week)**

South-East Ottawa Community Health Centre (SEOCHC) is a non-profit health, community and social services agency. The Centre requires an Administrative Assistant to provide program and administrative support around our Covid-19 Recovery plan in the community as well at our Hunt Club or main site, at 1355 Bank Street.

SEOCHC has been working hard for the past two years responding to the needs of the community during the Covid-19 pandemic. The work continues as we build back in supporting our marginalized communities. Our goal will be to continue to increase access to Rapid Antigen Test Kits, increase vaccinations rates and information on Antiviral treatment. At the same time, providing access to community mental health, primary care and preventive care and support to social determinants of health. Therefore, this role will be bringing services primarily to our communities in their backyard.

You are friendly and helpful and give clients confidence in our center and the care they will receive from us. It gets busy around here and we are proud to serve people from all walks of life. Your exceptional interpersonal skills are instrumental in maintaining a calm, welcoming, and safe environment.

You value a team-based approach and thrive in an environment where you are able to practice a variety of roles and responsibilities to support the team and organization. You are someone who takes initiative and jumps in as needed to support our mandate.

We are looking to welcome aboard an exceptional Program Assistant who will join us in our mission to provide client and community-centred care.

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 Centre to validate the exemption** and request an accommodation for these rare circumstances. If approved, they will be subject to additional health and safety measures.

### **QUALIFICATIONS**

- Post-secondary training and/or experience in office management, secretarial or a related program.
- Minimum one year experience in office administration; preferably in a non-profit organization
- Exceptional communication and customer service skills including telephone etiquette, cultural awareness and ability to work with diverse clients.
- Well organized, with ability to prioritize and manage time. Flexible, adaptable, and able to anticipate problems and address them before they become issues.
- Able to take initiative as well as direction and be able to work Independently. Uses good judgement and escalates issues where necessary.
- Proficiency in Word, spread sheets, database, electronic mail and data entry.
- Fluent in English (spoken and written); French, Somali and/or Arabic an asset
- **Must be fully vaccinated against Covid-19 and provide proof of vaccination**
- Must have a valid driver's license and own transportation mode.

Salary: \$38,038 to \$45,281/prorated per year.

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.

Please submit your resumé and cover letter stating how your qualifications match the job requirements, no later than Friday August 12, 2022, to

Human Resources Officer  
South-East Ottawa CHC

<https://seochc.bamboohr.com/jobs/view.php?id=182>

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.