

**Internal / External
20-71**

Position:	PROGRAM ASSISTANT		Number of Positions:	1
Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	PROGRAM FOUNDATIONS & FINANCE		Program:	FINANCE AND ADMINISTRATION
Location:	HUNTSVILLE		Anticipated Date of Hire:	NOVEMBER 23, 2020
Salary Range:	\$29.99 – \$33.61 HOURLY		Posting Date:	NOVEMBER 9, 2020
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Purpose of Position:

To provide administrative assistance to assigned department, program or functional unit, and provide the first point of contact for public and staff inquiries. This includes answering and directing incoming phone calls, word processing and data entry, records management, photocopying, monitoring faxes, mail and courier receipt and distribution, ordering/distribution/maintaining office supplies and materials, arranging for facilities requirements including equipment maintenance or repair, sign-out of office equipment, and maintaining effective communication with all staff and the general public. May be required to collect, secure and/or track cheques, cash or issue receipts.

Required Hours of Work: 8:30 a.m. – 4:30 p.m., Monday to Friday with a lunch time office closure of 12:30 p.m. – 1:30 p.m.

Responsibilities:

Thorough knowledge of all SMDHU programs to be able to effectively provide administrative support to the departments, programs, and the public;

Provide general office administration support, including ordering & distribution of office supplies, arranging for equipment maintenance and repair, signing out equipment;

Maintain records & provide data management, including security;

Provide information and respond to requests from the public and staff and appropriately direct inquiries including regular ongoing support to harm reduction clients, water sampling clients, and providing clinic support.

Provide support to all programs and various event/clinics in the office including sexual health, immunization and oral health clinics, food handling events, pre-natal and smoking cessation, Board of Health/Executive Committee/Team meetings etc.;

Processing of special event permits, vaccine requests, cleaning equipment, etc.;

Maintains branch office policies and procedures;

Introduce new staff and orient to the office;

Monitoring of vaccine fridge temperature logs and alarms, including release of vaccines to Health Care Providers;

Maintains asset inventory, including key distribution and security access card maintenance for visitors and contractors;

First Aid, Health and Safety, Emergency Management including:

- Fire Watch duties as per the Ontario Fire Code;
- First Aid/CPR/AED Certification as per Health and Safety protocol;
- IPAC Protocol (i.e. clean up of blood and bodily fluid spills, clinic clean up);
- Tornado Watch Procedures (i.e., localized weather monitoring);
- Suicide Triage Algorithm Training;
- Panic Alarm Training.

Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Intermediate skills in database and desktop publishing software;
- Advanced proof-reading skills;
- Intermediate ability to develop and/or format materials and documents in accordance with agency standards including the selection of appropriate graphics and resources;
- Intermediate record/data management skills including filing management skills (electronic and paper);
- Intermediate ability to establish and maintain an information/resource database relevant to program or functional unit;
- Intermediate ability to organize and prioritize work;
- Intermediate ability to manage time effectively and meet deadlines;
- Intermediate ability to manage multiple demands;
- Intermediate oral communication and interpersonal skills including ability to deal with staff and the public in routine and challenging situations;
- Intermediate written communications skills including the ability to communicate ideas effectively via email, synthesize discussions and take minutes at meetings;
- Able to work independently within established parameters and to function effectively as a member of a team;
- Maintain certification in First Aid/CPR.

Education:

- College Diploma - completion of one-year office administration program.

Related Experience:

1-3 year's secretarial experience. Preference will be given to candidates with experience and training in a variety of program and/or department functions.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

Current certification in First Aid/CPR/AED

Deadline: 4:00 pm, MONDAY, NOVEMBER 16, 2020

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the PROGRAM ASSISTANT position description.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **20-71** in the subject line

For internal applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #**20-71** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **20-71** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.