

**Internal / External
24-20**

Position:	PROGRAM ASSISTANT		Number of Positions:	1
Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	CLINICAL SERVICE		Program:	IMMUNIZATION
Location:	BARRIE		Anticipated Date of Hire:	JUNE 10, 2024
Salary Range:	\$32.95 - \$36.91 HOURLY		Posting Date:	MAY 8, 2024
Criminal Record Check:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input checked="" type="checkbox"/> YES <input 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. Excellent customer service skills are required in dealing with both internal and external stakeholders.

The Immunization Program Assistant role includes but is not limited to: maintaining school program staff schedule/availability via Humanity scheduling software; public clinic scheduling via Input Health clinic scheduling software; word processing, data entry and report generation in various electronic databases (e.g., Panorama, C.H.R.I.S., Dynamics 365 etc.); ordering/distributing/maintaining clinic supply inventory; maintaining office supplies and materials; agenda creation and minute taking; file and records management; developing promotional materials; formatting documents, presentations and reports; photocopying; event preparation; posting to both our internal and external websites using Content Management System (CMS); formatting, sending and reconciling public health alerts; processing incoming/outgoing correspondence mail including courier; processing Ministry of Health billing for immunizations; administrative support for immunization clinics; assist with administrative phone coverage as assigned. Cross program administrative coverage as assigned. This position is not eligible for work from home.

See Program Assistant position description for further details of the Program Assistant role.

Responsibilities:

- Provide administrative support to department, program or functional area(s) and committees.
- 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.
- Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Strong computer skills with demonstrated competency using Microsoft Office (Word, Excel, PowerPoint, Outlook);
- Demonstrated skills in database and desktop publishing software;
- Demonstrated proof-reading skills;

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

Education:

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

Related Experience:

- 1-3 year's administrative experience with specialization, experience and training appropriate to program and/or department function.

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

- Experience with scheduling and scheduling software (clinics, staff, clients).
- Experience providing administrative support in a clinic setting (customer service, booking appointments).

Deadline: 4:00 pm, TUESDAY, MAY 14, 2024

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.

For both internal SMDHU applicants and external applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #24-20 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed 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 as you would have missed the application deadline.

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.

Up to date COVID-19 vaccination, as per the SMDHU COVID -19 Vaccination Policy, is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant additional doses based on established eligibility criteria. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

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.