

**Internal / External
19-08**

Position:	ADMINISTRATIVE ASSISTANT		Number of Positions:	1
Classification:	CASUAL	NON-UNION	FTE:	0.8 = 28 HOURS PER WEEK
Department:	OFFICE OF THE MEDICAL OFFICER OF HEALTH		Program:	ASSOCIATE MEDICAL OFFICER OF HEALTH
Location:	BARRIE		Anticipated Date of Hire:	APRIL 1, 2019
Salary Range	\$31-82 – 35.65 HOURLY		Position Duration:	ANTICIPATED END OF DECEMBER 31, 2019
			Posting Date:	MARCH 6, 2019
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

NOTE:
This casual position is anticipated to be 9 months. At the discretion of the Medical Officer of Health, the incumbent may be appointed to the position on a part-time basis without reposting.

Position Overview:

To provide administrative support to Associate Medical Officers of Health including: calendar management; correspondence management, tracking and follow-up, meeting coordination including minutes of meetings; tracking tasks and deadlines; coordinating technical equipment requests e.g. computer, phone; establishing and maintaining distribution lists; maintaining service area files, policies & procedures manuals. This position provides back-up to the Executive Assistant to the Medical Officer of Health.

Responsibilities:

- Provide secretarial/administrative support to the Associate Medical Officers of Health;
- Organize and expedite the flow of work through the AMOHs' offices;
- Provide administrative support including office systems, equipment & supplies staff/audit/distribution lists;
- Support agency committees;
- Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities

- Advanced skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Intermediate skills in Microsoft Access and Visio;
- Advanced keyboarding skills including speed and accuracy;
- Advanced proof-reading skills;
- Advanced record/data management skills, including the development of electronic and paper filing systems;
- Advanced ability to establish and maintain an information/resource database relevant to program or functional unit;
- Advanced ability to develop and/or format materials and documents in accordance with agency standards including the selection of appropriate graphics and resources;
- Advanced ability to organize and prioritize work;

- Advanced ability to manage time effectively and meet deadlines;
- Advanced ability to manage multiple demands and coordinate the work and schedules of others;
- Advanced oral communication and interpersonal skills including ability to negotiate and problem solve work priorities and workloads with staff and to deal with the public in routine and challenging situations;
- Advanced problem-solving and analytical skill with the demonstrated ability assess and respond to non-routine information/situations/circumstances;
- Advanced written communications skills including the ability to communicate ideas effectively via email, prepare reports and correspondence for senior management signature, review and edit correspondence and reports, synthesize discussions and take minutes at meetings;
- Advanced ability to exercise strict confidentiality, good judgment and diplomacy under pressure;
- Able to work independently within established parameters and to function effectively as a member of a team.

Education:

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

Related Experience:

Minimum 3 years secretarial and administrative experience including demonstrated experience in providing task or team leadership.

Deadline: 4:00 pm, WEDNESDAY, MARCH 20, 2019

For further details: refer to the Administrative Assistant position description.

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #19-08 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 # 19-08 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.