

**Internal ☒ / External ☒**  
**24-12**

<b>Position:</b>	<b>PROGRAM ASSISTANT - FLOAT</b>		<b>Number of Positions:</b>	<b>1</b>
<b>Classification:</b>	TEMPORARY	NON-UNION	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK
<b>Department:</b>	PROGRAM FOUNDATIONS & FINANCE		<b>Program:</b>	ADMINISTRATIVE SUPPORT
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	APRIL 2, 2024
<b>Salary Range:</b>	\$32.95 – \$36.91 HOURLY		<b>Position Duration:</b>	ANTICIPATED TO LAST UP TO MARCH 28, 2025, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			<b>Posting Date:</b>	MARCH 13, 2024
<b>Criminal Record Check:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

### Purpose of Position:

This position may be assigned to support any health unit program in any of the Simcoe Muskoka District Health Unit (SMDHU) office locations and will provide administrative assistance including: word processing and data entry; minute taking; file and record management; developing promotional materials; formatting documents, presentations and reports; photocopying; mail distribution; ordering/distributing/maintaining office supplies & materials; arranging for equipment maintenance or repair; sign-out of office equipment; and maintaining effective communication with all staff and the general public. Requirement to collect, secure and/or track cheques, cash, or issue receipts. Travel time and mileage to a branch office assignment will be compensated per agency Travel Conservation and Reimbursement Policy.

Hours of work in office locations are fixed:

Business hours are 8:30 a.m. to 4:30 p.m., Monday to Friday with a lunch time office closure of 12:30 p.m. to 1:30 p.m. in branch offices The Barrie office does not have a lunch hour closure, coverage will be coordinated amongst administrative support staff in the reception area.

For further details: refer to the program assistant position description.

### 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, meeting room and technology setup, coordinate couriers and mail;

- Maintain records & provide data management, including security;
- Provide information and respond to requests from the public and staff and appropriately direct inquiries;
  - Regular ongoing support to harm reduction clients
  - Clinic support for: sexual health, immunization, and oral health
- Handling of petty cash;
- 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 Orientation;
  - Panic Alarm Protocol.
- Travel throughout Simcoe Muskoka to any of the 7 SMDHU offices as assigned;
- Contribute to team and agency effectiveness.

## **Specific knowledge, skills, abilities:**

- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Demonstrated skills in database and desktop publishing software;
- Advanced 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;
- 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:**

- Minimum 1 year administration experience with specialization, experience and training appropriate to program and/or department function.

**Deadline: 4:00 pm, TUESDAY, MARCH 19, 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](mailto:hr@smdhu.org) referencing posting **#24-12** 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.*