

Internal ☒ / External ☒
23-28

Position:	ADMINISTRATIVE ASSISTANT		Number of Positions:	1
Classification:	PART-TIME	NON-UNION	FTE:	0.8 = 28 HOURS PER WEEK with the availability to work extra casual hours as required.
Department:	OFFICE OF THE MEDICAL OFFICER OF HEALTH		Program:	Associate Medical Officers of Health (AMOH) and Chief Nursing Officer (CNO)
Location:	BARRIE		Anticipated Date of Hire:	APRIL 17, 2023
Salary Range:	\$34.27 – \$38.39 HOURLY		Posting Date:	MARCH 1, 2023
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 support to the Associate Medical Officers of Health (AMOH), Chief Nursing Officer (CNO), resident doctors and the office of the Medical Officer of Health (MOH). This position also provides administrative support to multiple committees including, but not limited to the Executive Committee and the Agency Management Committee. Responsibilities include calendar and correspondence management, tracking and follow-up, meeting coordination including agendas and minutes of meetings, report proof-reading and formatting, maintaining department files, policies, and procedure manuals. This role will also work closely with the Executive Assistant to the Medical Officer of Health (MOH) and provide backup coverage as needed.

Responsibilities:

- Provide administrative support to the AMOHs and CNO;
- Organize and expedite the flow of work through the AMOHs' and CNO offices;
- 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 ability to synthesize discussions and take minutes at meetings.
- 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.
- 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:

- 3-5 year's secretarial and administrative experience including demonstrated experience in providing task or team leadership.

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

- Knowledge and experience within the public or not-for-profit sectors.
- Experience providing support to senior level management.
- Able to work with a wide range of people both inside and outside of the agency.
- Experience in editing, updating, and maintaining CMS (Sitefinity) or equivalent website building applications.

Deadline: 4:00 pm, TUESDAY, MARCH 07, 2023

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 **DRAFT Administrative 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 **#23-29** 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 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 booster doses based on established eligibility criteria and having received the final dose of the COVID-19 vaccine at least 14 days ago. 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.