

**Internal / External
22-07**

Position:		PROGRAM ASSISTANT		Number of Positions:		1	
Classification:	CASUAL	NON-UNION	FTE:	0.5 = 17.5 HOURS PER WEEK			
Department:	HUMAN RESOURCES & INFRASTRUCTURE		Program:	HUMAN RESOURCES			
Location:	BARRIE		Anticipated Date of Hire:	FEBRUARY 14, 2022			
Salary Range:	\$31.51 – \$35.31 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO DECEMBER 30, 2022, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED			
			Posting Date:	JANUARY 27, 2022			
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			

This casual position is anticipated to last up to December 30, 2022. At the discretion of the Vice President, Human Resources Department, the incumbent may be appointed to the position on a part-time basis without reposting.

Purpose of Position:

To provide administrative assistance to assigned service, program or functional unit, and provide the first point of contact for public and staff inquiries. This includes word processing and data entry; minute taking; file and record management; 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. Provide full-time vacation coverage throughout the year for the full-time Human Resources program assistant.

For further details refer to the PROGRAM ASSISTANT position description.

Responsibilities:

Provide general office 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.

Provide customer service focus and orientation;

Provide friendly, caring, compassionate, extremely cooperative and outgoing personality with proven exemplary interpersonal/communication and problem solving skills;

Working in a fast paced, multi-task team environment;

Must be able to easily handle stress and juggle timelines and priorities while maintaining a friendly customer service focus;

Meet short- and ever-changing deadlines along with the demonstrated dedication to work whatever is needed to get the job done;

Manage projects and to adequately manage such projects independently including any required follow up;

Handle employee inquiries and assist employees in order to try and address any initial concerns or questions referred to Human Resources;

Independently manage and take responsibility for assigned databases and any required follow up.

Specific knowledge, skills, abilities:

- Intermediate skills in Microsoft Word, Excel, and Outlook;
- 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.

Education:

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

Related Experience:

1-3 year's office administration experience with specialization working in a multi-person office or Human Resources department.

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

- Experience working with databases, including data inputting, troubleshooting, and generating reports;
- Experience providing administrative support in a Human Resources office.

Deadline: 4:00 pm, WEDNESDAY, FEBRUARY 02, 2022

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.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **22-07** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #**22-07** 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 # **22-07** 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.

Full COVID-19 vaccination is an essential requirement of the job. Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) 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.