

**Internal / External
23-28**

Position:	PROGRAM ASSISTANT		Number of Positions:	1
Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	COMMUNITY AND FAMILY HEALTH		Program:	SUBSTANCE USE AND INJURY PREVENTION
Location:	BARRIE		Anticipated Date of Hire:	MARCH 27, 2023
Salary Range:	\$31.51 – \$35.31 HOURLY		Posting Date:	MARCH 1, 2023
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:

This position provides support, including administrative functions to members of the program, as well as, purchasing, inventory and distribution management, database management, communication with Needle Exchange program contracted partners and records management. Cross program coverage is also required to work within the dynamics of the CFH Administrative Team.

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 Needle Exchange and Harm Reduction program supplies, and arranging for Needle Exchange program supplies to be received from the provincial partners and shipped to the contracted partners.

Maintain records & provide data management, including security.

Provide information and respond to requests from the public, Needle Exchange program partner organizations, and staff and appropriately direct inquiries.

Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Intermediate skills in database and desktop publishing software;
- Intermediate 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;
- Advanced record/data management skills including filing management skills (electronic and paper);
- Advanced 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 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.
- Intermediate ability to manage multiple demands;
- Intermediate oral communication and interpersonal skills including ability to deal with staff, contracted partners, and the public in routine and challenging situations;

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:

- Knowledge of Substance Use and Injury Prevention Program, Harm Reduction and Exchange Works programming.
- Experience with shipping and receiving and inventory management.

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 **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 #23-28 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.